

FORT BELKNAP INDIAN COMMUNITY

Fort Belknap Agency
R.R. 1, Box 66
Harlem, Montana 59526
406-353-2205

TITLE: Maintenance Foreman

STATUS: Permanent, full time

DEPARTMENT: Central Administration

SALARY: 20.00 per hour

PROGRAM: Maintenance

LOCATION: Fort Belknap Agency

SUPERVISION RECEIVED: Incumbent will work under the direct supervision of the Maintenance Supervisor. or CAO

SUPERVISION EXERCISED: Maintenance worker will work with the supervisor & maintenance Staff as needed. supervision exercised: with Maintenance / Janitorial Staff

GENERAL DESCRIPTION OF DUTIES: Incumbent will be responsible for managing all maintenance duties assigned in each building.

Determines maintenance and custodial needs; plans and develops schedule for routine and periodic maintenance/custodial duties within budgetary guidelines.

Establishes and maintains plan for emergencies that may develop due to equipment malfunction or natural disasters.

Performs carpentry trade duties to repair and renovate wood frame structures.

Performs electrical trade duties in replacing, installing, rearranging or moving switches, outlets and circuits. Should have at least two years experience in this area.

Will be required to order electrical supplies according to each job. Should have at least 8 years electr

Performs plumbing trade duties in replacing, installing and moving water, sewer and gas fixtures and pipe; maintaining and repairing installed heating system.

Identifies and assesses work requiring speciality or licensed craft or tradesman; initiates appropriate documents and contacts to complete work within acceptable guidelines.

Assures the safety of self, co-workers and the general public by identifying and securing all hazardous materials and conditions.

Performs other duties that can be reasonably expected to promote the efficiency of the Fort Belknap Tribal Government.

Janitorial duties will be assigned as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have a working knowledge of the carpentry, plumbing, heating and electrical trades. Must possess the skill and ability to work safely and efficiently. Must possess the skill and ability to read and interpret specifications and technical drawings. Must also be able to communicate effectively both orally and in writing.

EDUCATION: Must possess a high school diploma or equivalency.

EXPERIENCE: ~~Two~~ years experience in field.

SPECIAL CONDITIONS:

1. Possess a valid State of Montana Driver's License and be eligible at reasonable and ordinary cost for inclusion with the Master Tribal Insurance Policy.
2. Incumbent will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug/Alcohol Free and Drug and Alcohol Testing Policy. Incumbent may be required to pass a medical examination within six weeks of duty entry date. May also be subject to work hours lasting beyond the normal eight (8) hour work day.
3. Submit to a thorough background check, which includes criminal history and work history.
4. The work involves risk of injury from hand tools and exposure to hazardous substances and materials. Must be able to lift heavy objects (up to 50#).

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.