



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
katerid@spiritlakenation.com

Job Title:	Janitor/Maintenance Worker	Open Date:	May 17, 2023
Program:	Spirit Lake Tribe Facilities Department	Close Date:	Until filled

Objective: Performs a wide variety of janitorial duties and duties in the groundskeeping, maintenance and repair of the Spirit Lake Tribe Community Building.

Major Duties & Responsibilities:

- Clean floors by sweeping, mopping, scrubbing or vacuuming.
- Gather and empty trash.
- Service, clean and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, etc.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Steam clean shampoo carpets and rugs.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliances to ensure that hazards are not created.
- Mow and trim lawns and shrubbery using mowers, hand and power trimmers, clear debris from grounds.
- Notify manager concerning the need for major repairs or additions to building operating systems.
- Remove snow from sidewalks, driveways, and parking areas using snow plows, snow blowers, shovels, and spreading snow melting chemicals.
- Order supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events and meetings.
- Routine maintenance and general inspections as assigned.
- Routine maintenance of lawn care including mowing of grass and other lawn care needs.
- Grounds keeping maintenance and repairs. Ensures cleanliness of outdoor properties.
- Repairs, replaces, or installs fixtures/hardware of building.
- Performs carpentry work in the renovation, alteration, and maintenance of building, floor, roof, partitions, doors, windows, and wooden fixtures.
- Repairs or installs plumbing equipment, fixtures, calking and parts.
- Performs related duties assigned

Qualifications:

- **Must not have a felony conviction.**
- **Must pass a background check.**
- **Possess ability to understand and follow both oral and written instructions.**
- **Must be in good physical health to perform job duties of position.**
- **Knowledge of facilities maintenance principles and practices**
- **Skill in planning.**
- **Skill in the use of hand and power tools.**
- **Skill in problem solving.**
- **Skill in operation of maintenance equipment; riding lawn mower, weed eater/trimmer.**

Job Location:	Spirit Lake Tribe Community Center	Company Industry:	Spirit Lake Tribe Maintenance Department
Job Role:	Janitor/Maintenance Worker	Supervision	Maintenance Director
Employment Status:	Full-time	Manages Others	No
Monthly Salary Range:	DOQ	Classification	Non-exempt
Number of Vacancies:	1	Other:	

Please Send Application to:

Name:	Spirit Lake Human Resource Department	Email:	katerid@spiritlakenation.com normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204	Fax:	701-766-1272

Application Procedure

Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference, a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.