



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Maintenance Worker
DEPARTMENT: Maintenance
SUPERVISION: Shoshone Business Council
SALARY: \$ 22.00 /hr.
OPENING DATE: July 22, 2024 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

Maintenance Worker for Shoshone Tribe. This position will maintain and upkeep the appearance of the internal and external Shoshone Tribal properties including cemeteries. Important to be careful and thorough in working, cleaning and tiding all premises. Physical work is a primary part of the job such as heavy lifting, pushing or pulling required objects up to 50 pounds. Have physical endurance to cover large spaces. Have a keen eye for details and diligence.

DUTIES AND RESPONSIBILITIES

- Performs minor electrical repairs to switches; outlets, appliances and circuits, other equipment.
- Performs plumbing work, leaking or clogged drains, repair of faucets and Sprinkler system maintenance and other repair.
- Carpentry ability to handle basic repairs.
- Perform damage repair of windows, doors, latches sheet rock and flooring.
- Ability to use hand power tools applicable to trade.
- Attend training and instruction related to improvement of his/ her job performance.
- Maintain grounds property, weed control and perform landscaping.
- Inventorying all Eastern Shoshone Properties and maintaining the records.
- Other duties assigned by the Shoshone Business Council.

Performances standard and evaluation factors:

- Work on time, use of work schedule.
- Constructive work habit.
- Clean appearance, people friendly.
- Ability to follow orders.

QUALIFICATIONS:

- High Scholl Diploma or equivalent.
- General knowledge in electrical plumbing repair, basic maintenance and repair work.
- Basic arithmetic and writing skills ability to learn and comprehend new skills related to keeping the Shoshone Tribal buildings in compliance with plumbing, electrical and heating standards.
- Have a valid drivers license and be insurable.
- Must be in physical condition.
- May be asked to work weekends and evenings.
- Must be willing to submit to a background check and pre-employment drug test.
- Under direct supervision of Shoshone Business Council

APPLICATION REQUIREMENTS :

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state “**See Resume** “for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to lmorgan@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable

discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.

APPLICATION REQUIREMENTS:

MUST COMPLY WITH HIPAA PRIVACY RULE AND MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will subject to appropriate disciplinary action, up to and including dismissal from employment.