



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

NOTICE OF EMPLOYMENT

POSITION: Facility Maintenance
DEPARTMENT: Wind River Dialysis Center Facility Maintenance
SUPERVISION: Wind River Dialysis Director
SALARY: Depending on Experience
STATUS: Permanent Full-Time (32-40 hours/week)
OPENING DATE: January 13, 2025 **CLOSING DATE:** Open until Filled

POSITION SUMMARY:

The Maintenance person shall perform the following duties under the direction of the Maintenance Supervisor. Must meet monthly monitoring with documentation required by the State of Wyoming and Medicare Requirements. Must be organized, independent, reliable and timely.

DUTIES AND RESPONSIBILITIES

Performs repairs and maintains the dialysis center, grounds, and structures, to include but not limited to necessary carpentry, electrical, plumbing, heating, roofing and landscaping work.

The maintenance person shall perform the following duties under the direction of the Maintenance Supervisor. Must meet monthly monitoring with documentation required by the State of Wyoming and Medicare requirements. Must be organized, independent, reliable and timely.

1. Maintenance of grounds: mow, edge, weed, trim bushes/trees, take care of flowers, walks premises to check for any damages to grounds or sprinkler system, picks up trash.
2. Hauls away large debris
3. Performs any outdoor repairs needed
4. Maintains parking lot, walkways, concrete
5. Maintains mower and other landscaping equipment
6. Unloads truck deliveries

7. Maintenance of building: performs minor electrical and plumbing repairs, fills repair requests
8. Maintains/repairs drains on treatment floor
9. Maintains and check barrel drains and fire extinguishers
10. Organizes and keeps clean storage rooms and mechanical room
11. Responsible for snow and ice removal prior to patients arriving at the clinic, even on Saturdays and be able to arrive at the facility before other staff during emergencies and during adverse weather conditions.
12. Other duties assigned by Maintenance Supervisor or CEO when required.

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

QUALIFICATIONS:

- High School diploma or equivalent, general knowledge of electrical/plumbing repairs. Basic mathematic and writing skills, ability to learn new skills as related to Medicare requirements. Must possess valid Driver's License and be insurable. Must have a cell phone, pass employment drug screen and pass a state background check. Must be physically fit and able to lift/maneuver 100+ lbs. and be able to climb heights >35 ft. Most important: must be self-motivated and be able to recognize maintenance jobs that need to be completed.

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 rferris@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.