



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

POSITION: Building Maintenance
DEPARTMENT: Tribal Health
SUPERVISION: ESTH Director
SALARY: \$25.00/hr.
CAREER STATYS: Permanent Full Time
OPENING DATE: February 24, 2025 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

The position within the tribal health program is responsible for the upkeep and maintenance of the facilities, ensuring cleanliness, functionality, and compliance with health regulations. Multiple tasks like basic repairs, preventative maintenance, and coordinating outside contractors when needed, all while considering the specific needs and cultural sensitivities of the tribal community. Providing grounds maintenance around facility grounds.

DUTIES AND RESPONSIBILITIES:

Facility Maintenance:

- Basic knowledge of plumbing, electrical, HVAC systems, carpentry, and general building maintenance. Perform routine inspections of building systems (heating, ventilation, plumbing, electrical) to identify potential issues.
- Knowledge of maintenance concepts, principles, and practices concerned with planning, design, and maintenance of healthcare facilities, utilities, fire and intrusion detection, and for streets and parking facilities to include those in geographically separated areas.
- Completing minor repairs to fixtures, appliances, and building components.
- Coordinating with outside contractors for complex repairs or maintenance projects.
- Maintaining cleanliness of the clinic, including common areas, exam rooms, and administrative spaces.
- Maintaining the gym facility and equipment.
- Managing waste disposal and recycling programs.
- Grounds Maintenance around each facility and track.
- Other duties directed by Program Director.

Equipment Maintenance:

- Performing preventative maintenance on medical equipment according to manufacturer guidelines.
- Troubleshooting and resolving basic equipment malfunctions.
- Ordering replacement parts and supplies for equipment.
- Grounds maintenance equipment.
- Vehicle Maintenance and scheduling.

Compliance and Safety:

- Ensuring adherence to all applicable health and safety codes and regulations.
- Maintaining documentation of maintenance activities and repairs.
- Understanding of safety protocols and procedures related to building maintenance.
- Secure facility after hours, verify occupants after hours, and report any security issues.
- Oversees the work of assigned projects and work orders/preventative maintenance; ensures that all standards are met. The work requires some interpretation and analysis of laws, regulations, and policies that are continually evolving and is impacted by the requirement to consider state and Federal laws, regulations, and policies in making difficult decisions.

Communication and Collaboration:

- Communicating and coordinating with staff to address maintenance needs and schedule repairs.
- Develop and use checklist for facility equipment according to manufacturer's recommendations.
- Communicating with Director regarding maintenance priorities, safety training and budget.
- Ability to effectively communicate with staff, tribal leadership, and vendors. Work with vendors to obtain quotes and schedule services.
- Communication and support for internal programs.
- Support and communication with programs events and community events.

QUALIFICATIONS:

- Experience in building cleaning and maintenance work, including responsibility for mechanical equipment repair and maintenance.
- Ability to work outdoors in all elements of weather, walk, climb, bend, and lift up to 75 lbs. throughout a work day.
- Minimum High School Diploma or equivalent. Preferred – Maintenance experience in a health care facility environment.
- Elevated knowledge in electrical-plumbing repair, basic maintenance and repair work.
- General computer skills to enter requisitions into Workflow system, scan/attach paperwork to entries, email communication and conference/zoom/telephone meetings.
- Must possess a valid driver's license and maintain insurance requirements and be insurable.
- While the work is often performed in an office environment, the frequent visits to construction sites during the management phase expose the incumbent to a variety of hazards. These include high noise levels, dust, chemicals, and working equipment. Work

is also often performed in formal public settings requiring poise and maturity.

- Ability to function effectively in emergency situations and in an environment of constantly changing priorities.
- Awareness of local tribal customs and practices to ensure respectful interaction with patients and community members.
- Awareness and Involvement of tribal health activity and events and collaborating with staff, tribal members and community to address facility maintenance concerns.
- Basic computer skills, critical reasoning skills, and good verbal and communication skills.
- Must be flexible as workday may result in extended hours and/or weekends.
- Must submit to and pass a background check.
- Must submit to and pass a pre-employment drug test.

Performances standard and evaluation factors:

- No felonies or DUI Convictions within the last 5 years.
- Must have a valid driver's license.
- Must be first aid and CPR Certified within the first 90 days of employment.
- Must be physically able to meet duties required of job.
- Must be able to lift at least 40 lbs.
- Must submit to pre-employment and random drug test.
- Must comply with a background check.
- Understanding of HIPPA compliance.
- Punctuality: Regular and predictable attendance.
- Problem Solving; Assess situations and develop a potential course of action.
- Communication: Develop functional relationship with program, local, tribal and community individuals who are crucial to job success.
- Ability to execute job duties.

DISCLAIMER: This job description in no way implies that these are the only duties to be performed by the worker. At any time, employee may also be required to perform job duties lower or above their level of employment at the discretion of the Director.

PERFORMANCE STANDARDS AND EVALUATION FACTORS SHALL INCLUDE

BUT NOT BE LIMITED TO:

- Ability to maintain dependable attendance and reliability.
- Applying professional knowledge, and skills and abilities used within the scope of practices.
- Actively participating in self-study and training opportunities to enhance professional knowledge, skills and abilities.
- Delivering quality client and health educational services.
- Exercising professionalism and ethical conduct through Honesty, Integrity, Respect, Trust and Accountability.
- Supporting organizational and /or operational changes and works towards common goals.
- Completing tasks in a timely manner and having the ability to work independently with minimal supervision.
- Maintaining working relationships with providers and the community.

- New employees will be on a 90-day probationary period upon employment.
- Evaluation will be implemented after completion of the 90-day period. Yearly evaluations will be implemented thereafter.

SPECIAL REQUIREMENTS:

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE 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.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern Shoshone Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.

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.