



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

NOTICE OF EMPLOYMENT

POSITION: General Maintenance Worker
DEPARTMENT: Elderly Assistance/Warm Valley Senior Center
SUPERVISION: Director
SALARY: \$15.00
STATUS: Permanent Full Time
OPENING DATE: January 22, 2025 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

This position will maintain upkeep and appearance of the internal and external of the building. Important to be careful and thorough in working, cleaning and tiding the premises, preventing vandalism. Physical work is a primary part of the job with more than 70 % 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

1. Verbal and written reports are to be submitted monthly to the program director or staff.
2. Inventory of power tools and other equipment will be kept and submitted to the program.
3. Responsible for routine maintenance of power tools and other equipment.
5. Construction projects are to be completed on a timely basis.
6. Perform related duties as assigned.
7. May be required to attend workshops regarding to related field work.

QUALIFICATIONS:

1. The applicant must possess a valid Class C Driver's License and have a good driving record with no alcohol related offenses.
2. A high school diploma or equivalent required.
3. Must have significant carpentry skills
4. Must have basic understanding in plumbing and electrical work
5. Good communication skills both verbally and written are preferable

6. Must be very dependable toward job and job attendance
7. Must be able to work on a flexible schedule
8. Must have the ability to work independently or with others as needed.

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.