



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

POSITION: Maintenance Technician
DEPARTMENT: Doya Natsu Healing Center
SUPERVISION: Doya Natsu Healing Center Director
SALARY: \$23.00/hr.
STATUS: Permanent Full-Time (32 hours per week minimum)
OPENING DATE: July 25, 2025 **CLOSING DATE:** Open until Filled

POSITION SUMMARY:

Maintenance Technician is responsible for keeping buildings, grounds, machinery, and equipment in optimal working condition. They play a vital role in ensuring a safe and efficient environment for everyone in a facility. Maintenance Technician is a skilled and versatile professional responsible for the upkeep and repair of a facility's infrastructure, ensuring its safe and efficient operation through preventative maintenance, troubleshooting, and repairs across various systems.

DUTIES AND RESPONSIBILITIES

- Inspecting and maintaining facilities: Regularly check buildings, grounds, and equipment to identify potential issues and ensure proper functioning.
- Performing preventative maintenance: Implement scheduled maintenance tasks: Equipment Services: lubrication, cleaning, and adjustments to prevent breakdowns to prolong equipment lifespan.
- Responding to maintenance requests and emergencies: Address work orders promptly, troubleshooting problems, and perform repairs on equipment, systems, and structures.
- Maintaining and repairing various systems: Possess skills in areas like plumbing, electrical work, HVAC (heating, ventilation, and air conditioning), and general carpentry to address diverse maintenance needs.
- Ensuring safety and compliance: Adhere to all company safety regulations and relevant industry standards (like OSHA) to create a safe working environment.
- Managing inventory and tools: Maintain accurate records of maintenance work,

manage inventory of parts and supplies, and ensure tools are clean and in good working condition.

- Communicating effectively: Communicate clearly and concisely with supervisors, team members, and other departments regarding maintenance issues and progress.

QUALIFICATIONS:

- Education: A high school diploma or equivalent is generally required. Some employers may prefer or require an associate's degree in industrial maintenance or a related field.
- Experience: Practical experience in maintenance or related fields like electrical work, plumbing, or welding is often required or preferred.
- Certifications: Industry certifications (such as OSHA Safety Certificate or certifications in specific trades like HVAC) can be highly advantageous and may be required depending on the role or state regulations.
- Valid driver's license: May be required for positions involving travel between different locations or sites.
- Commitment to sobriety and a recovery lifestyle, refraining from alcohol and drug use while employed with the Doya Natsu Healing Center
- Understanding of Federal and State confidentiality regulations regarding client privacy rights and client protection.
- Understanding of diverse cultures incorporating relevant information for diverse groups into communication strategies.
- , Present an accepting and comfortable atmosphere for all individuals seeking services and in contact with the program.

SKILLS & KNOWLEDGE

- Technical knowledge: Understanding of how various machines, equipment, and systems work, including mechanical, electrical, and plumbing systems.
- Troubleshooting and repair: Ability to diagnose problems, perform diagnostic tests, and execute effective repair plans.
- Tool proficiency: Familiarity with hand tools, power tools, and diagnostic equipment commonly used in maintenance tasks.
- Blueprint and schematic interpretation: Ability to read and understand technical manuals, blueprints, and electrical schematics.
- Basic computer skills: Utilize software for work order management, record-keeping, and communication.

- Problem-solving and decision-making: Efficiently identify issues, analyze situations, and implement sound solutions.
- Attention to detail: Focus on intricate details during inspections and repairs to prevent errors and ensure thoroughness.
- Organizational and time management skills: Prioritize tasks, manage workload effectively, and maintain an organized workspace.
- Teamwork and collaboration: Work effectively with colleagues and across departments to complete projects efficiently.
- Communication: Clearly communicate verbally and in writing with diverse groups of people, including colleagues, supervisors, and contractors.
- Adaptability and flexibility: Adjust to changing priorities, unexpected tasks, and work . schedules, including potential emergency callouts.
- Physical ability: Be able to handle the physical demands of the job, such as lifting heavy objects, bending, climbing, and working in potentially uncomfortable positions.

Supervisory relationships- Works under the DNHC Director and as a part of the Physical Quality Assurance Committee. Works within a Team approach within the DNHC staff.

Amount of travel and any other special conditions or requirements-Local travel required: work at 3 locations: 7 Shipton Lane, 102 South Fork, and Riverton office on Monroe. Daily in- person meetings with DNHC staff for daily scheduling and Updates.

Salary range- \$38,000- Negotiable

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 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.