

**Ponca Tribe of Nebraska  
Vacancy Announcement  
(Closing Date of 3/16/2010)**

**Position Title:** Ponca Hills Hall Maintenance Worker  
**Location:** Norfolk  
**Salary:** Grade 4 (\$12.16 - \$17.51)  
One Bedroom Apartment & Living Stipend  
**Department:** Administration  
**Supervisor:** Maintenance Coordinator  
**FLSA Status:** Non-exempt  
**Classification:** Part-Time (20-30 hours per week)

**Summary:**

Maintains and repairs the Tribe's Ponca Hills Hall building and other Ponca Hills buildings, property, and grounds.

**Responsibilities and Duties:**

1. Provides necessary repairs and maintenance to the Tribe's property as needed and as requested on work orders.
2. Prioritizes and completes work orders as received and submits a monthly report of all work orders.
3. Maintains landscaping, which includes mowing, weed control, planting, and trimming shrubs and trees.
4. Ponca Hills Hall building, grounds and common areas are to be kept in a clean and neat condition. Routine daily, weekly and periodic cleaning tasks are to be carried out, including, but not limited to, dusting, sweeping, mopping, vacuuming, shampoo carpets, and washing of windows.
5. When a resident unit becomes vacant it must be inspected, cleaned promptly, and repairs completed. Any damages or major repair need to be noted and brought to the attention of the Property Management Company.
6. Empties trashcans and consolidates trash for weekly pickup.
7. Paints interior and exterior walls and trim.
8. Repairs parking lot and sidewalks.
9. Removes snow and ice from parking lots and sidewalks.
10. Maintains and repairs buildings' plumbing and electrical systems, which do not require a licensure, including replacing worn or defective parts such as switches and fuses.
11. Responsible for the fire safety plan for the building, maintain the weekly and monthly checks and tests and the proper completion of the fire safety log for the building as per the Fire Safety Code.
12. Replaces worn or damaged parts such as hoses, wiring, and belts, in machines and equipment such as truck and riding mower.
13. Keeps a log of all service, maintenance, and repairs performed on all equipment.
14. Performs regular inspections to monitor for repair and safety hazards and prepares a plan of action to address the inspection findings.
15. Assists other departments with moving furniture and unloading and storing supplies.
16. Opens and closes buildings and may provide onsite monitoring when activities are taking place outside of normal office hours.
17. Provides program assistance and security for the usage of Ponca Hills Gym Building.

18. Provides security for Ponca Hills Hall.
19. Required to maintain a polite business like relationship with residents.
20. Required to reside on Ponca Hills Hall premises and requires being on-call after normal business hours for emergency maintenance and security needs.
21. Other duties as assigned.

**Relationships and Authority:**

Responds to requests of other employees in the Ponca Hills office as it relates to this position's duties. This job has no supervisory responsibilities.

**Working Environment and Physical Demands:**

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

**Qualifications:**

**Minimum:**

- High school diploma or GED.
- Two years related general maintenance experience: electrical, carpentry, plumbing, mechanical, security.
- One year experience working with Native Americans or Native American organizations.
- Must possess excellent written and oral communication skills.
- Must have a valid driver's license and be insurable.
- Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.
- Able and willing to travel.

**Preferred:**

- Two years of related experience, group and/or residential living and management.
- Certification or associate degree in electrical, carpentry, plumbing, or related field.
- Computer proficiency with email, Word, and Excel programs.

**Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.**

**The Ponca Tribe of Nebraska is an at-will employer.**

**Tribal Council Approval: 9/8/09**

*\*This posting is currently open to internal applicants only. Current Ponca Tribe of Nebraska Employees and Ponca Tribe of Nebraska Members are the only people eligible to apply at this time. Preference will be to enrolled members of the Ponca Tribe of Nebraska.*

## APPLICATION INSTRUCTIONS

Current Ponca Tribe of Nebraska Employees: Submit an Employee Job Interest Form and completed Tribal Application to the Human Resource Management Department by the closing date listed. Resumes are encouraged, but not required to be submitted as supplemental information.

Ponca Tribe of Nebraska Members (not currently employed by the PTN): Submit a completed PTN Job Application form and a photocopy of your currently valid Driver's License by the closing date listed. A resume may be included with the application, but it CANNOT replace completion of an application. If you do not meet the minimum education and/or experience qualifications, please submit a letter, along with your completed application explaining: 1. Why you feel you can perform the job duties, 2. What additional skills and experience you might have that is applicable to the position you are applying for, 3. How many months away you are from meeting the minimum requirements, 4. What additional trainings or certifications you possess that would help you do the job, 5. Any additional information you can provide that would explain your background as it relates to this position. All application materials including the letter (if applicable), the required PTN Job Application, and a photocopy of your driver's license must be submitted by the closing date listed.

Great benefits include:

Health, Dental, Vision, Life, and STD insurance, 100% paid by PTN.

401(k) with match up to 7%.

12 Paid Holidays, Vacation, Sick Leave, and more!