

## **MAINTENANCE TECHNICIAN – TRENTON INDIAN SERVICE AREA JOB SUMMARY**

### **Purpose**

The Maintenance Technician is responsible for conducting general maintenance on facility equipment and property structures of and around the Trenton Indian Service Area. This position is a regular, full-time role, Monday – Friday, 8:00 AM to 4:30 PM.

### **Responsibilities**

- Promotes an organizational culture that embraces the values of respect, care, support, effective communication, teamwork, collaboration, accountability, and responsibility; and works with all staff to create and maintain a workplace environment reflective of such values
- Repair and maintain the interior and exterior of all TISA buildings and locations
- Identify and troubleshoot maintenance problems and solutions
- Ability to learn and operate basic maintenance machinery and equipment including mowers, tractor, Kubota, etc.
- Maintaining inventory of maintenance supplies and collecting/delivering maintenance supplies as needed and requested
- Move office furniture and equipment as needed and requested
- Ground maintenance, landscaping and handyman work of all TISA buildings and locations including the Trenton Lake Recreation Area
- Assists Maintenance Supervisor with leading and delegating maintenance tasks to Summer Youth Work/Learn Program participants who are seasonally hired to support the Trenton Lake Recreation Area and other TISA buildings and locations during the summer months
- General and routine maintenance on all GSA and TISA vehicles
- Snow removal during winter months
- Responsible for assisting in other areas as requested and required
- Additional responsibilities may be assigned as appropriate, this summary is not considered to encompass all responsibilities

### **Physical Requirements**

- Frequent lifting, bending, twisting, standing, walking, balancing, stooping and handling of materials
- Using hands and arms in handling, positioning, and moving materials, manipulating things
- Fine motor skills
- Visual acuity
- The work is typically performed outdoors in all-weather environments

### **Qualifications**

- High school diploma or GED equivalent
- Valid driver's license with acceptable driving record
- Proven maintenance experience and preventative maintenance experience preferred
- Strong organizational and follow up skills

- Ability to maintain focus and complete projects with minimal supervision and/or working individually
- Must be detail oriented and possess strong time-management skills
- Professional presentation and attitude
- Ability to successfully pass all pre-employment requirements including a drug/alcohol test and background investigation

### **Application Details**

If you are interested in being considered for employment with the Trenton Indian Service Area, please visit the Trenton Indian Service Area Website. Applications can be printed from the website or picked up from the Trenton Indian Service Area.

Applications can be delivered to the Trenton Indian Service Area Receptionist or emailed to Lacey Hippe, HR Director at [lacey.hippe@mytisa.org](mailto:lacey.hippe@mytisa.org).