



White Earth Reservation Tribal Council

P.O. Box 418
White Earth, Minnesota 56591
Tel. (218) 983-4646
Fax (218) 983-4343

White Earth Reservation Tribal Council Job Announcement

Position: Urban Behavioral Health Maintenance Coordinator
Location: Minneapolis
Pay: \$17.31/Hr.

Open: 01-22-18
Close: 01-26-18
Status: Full time

The White Earth Reservation Tribal Council is seeking a qualified candidate to provide maintenance, custodial and grounds keeping services at Urban Behavioral Health, Minneapolis in order to ensure the facility, equipment, and grounds are well maintained, functional, and safe.

- Perform routine custodial services to ensure a clean, safe environment for clients. Staff and guests.
- Performs grounds keeping services to present professional image and safe environment of center.
- Inventories and requests janitorial supplies and equipment.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Urban Behavioral Health department.
- Knowledge of heating equipment.
- Knowledge of cleaning and maintenance equipment.
- Knowledge of relevant equipment policies, procedures, and strategies to promote effective safety operations for the protection of staff and White Earth Tribal Council Property.
- Skilled to make adjustments to building equipment to maintain a comfortable work atmosphere.
- Ability to perform routine maintenance on equipment and evaluate what repairs are needed to be made.
- Ability to install equipment using wiring diagrams and blueprints to meet equipment specifications.
- Ability to work cooperatively within a group to make the work of the group successful and effective.

Qualifications include:

- High School diploma or G.E.D.
- Class C Boilers License.
- Must be over age 18, mature, healthy adult who is able to carry out the Urban Behavioral Health duties as assigned.
- Must be free of chemical use problems for a least one (1) year immediately preceding their hiring and must sign a statement attesting to that fact and freedom from chemical use problems must be maintained during employment.
- Must pass a criminal background check and drug screening.
- Valid Driver's License and insurance for travel between sites and other business related destinations.

Send applications to:

White Earth Tribal Council
Attn: Personnel
P.O. Box 418
White Earth, MN 56591

Download applications at www.whiteearth.com

EEO with Native Preference

A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment

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Terrance Tibbetts

SECRETARY-TREASURER
Tara Mason

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DISTRICT II
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