



Pride of the Ojibwe

13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

Custodian/Maintenance Tribal Housing Division

Position: Custodian Maintenance (full-time)
Posting Date: September 27, 2024
Closing Date: Open Until Filled
Location: Tribal Housing Division
Supervisor: Tribal Housing Director
Salary: Negotiable

POSITION DESCRIPTION:

The custodian/maintenance employee is responsible for the general maintenance of the building and grounds under the Tribal Housing Division, and will keep them maintained and in a safe and presentable condition. The custodian/maintenance employee will consult with the Tribal Housing Executive Director prior to the arranging for outside services as they become necessary to keep the buildings and grounds in good repair. The custodian/maintenance employee reports directly to the THD Executive Director.

QUALIFICATIONS:

1. Must be at least 18 years of age.
2. Must have a High School Diploma or equivalent.
3. Must have a valid driver's license and be insurable.
4. Ability to work under supervision.
5. Able to keep and maintain accurate records and able to complete forms in an accurate manner.
6. Basic knowledge of common household repairs and simple grounds keeping techniques.
7. Attend and participate in all trainings when relevant to your position.
8. Must be able to pass a background check.
9. Must be able to pass a pre-employment drug screen.

**LCO Tribal Government
Human Resource Dept
THD Custodian/Maintenance**

RESPONSIBILITIES:

1. Maintain rental homes such as walls, doors, windows, furnishings, and fixtures to keep them safe, operable, and presentable.
2. Repair and maintain toilets and sinks, bath tubs, water heaters, etc. as needed
3. Keep entrances, walks, steps, and so forth swept and free of debris, snow, ice, and other obstructions as needed.
4. Maintain electrical fixtures, performing minor repairs as needed.
5. Change and or upgrade light fixtures. Install and maintain cameras as necessary.
6. Keep facilities and grounds neat and attractive at all times.
7. Keep office areas in a safe and sanitary condition.
8. Assist in setting up and putting away equipment.
9. Miscellaneous other tasks as designated by the THD executive director.

Application Procedure:

Submit a completed **LCO Employment Application and Authorization to Release Information**, resume, at least **three (3) personal reference letters**, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209
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marilyn.isham@lco-nsn.gov**

***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***