



# Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 \* Fax: (715) 478-5275

[www.sokaogonchippewa.com](http://www.sokaogonchippewa.com)



**Position:** Maintenance Worker  
**Hours:** Full-time – 40 hours per week  
**Reports to:** Maintenance Supervisor

**Job Summary:** *The Maintenance Worker will be responsible for performing a variety of tasks related to the upkeep and maintenance of our facilities, equipment, and grounds. The ideal candidate will have a strong work ethic, attention to detail, and the ability to work effectively both independently and as part of a team.*

## Duties/Responsibilities:

- Perform routine maintenance tasks such as repairing and replacing light fixtures, plumbing fixtures, and electrical outlets.
- Conduct inspections of facilities and equipment to identify maintenance needs and safety hazards.
- Perform minor repairs to building structures, including patching walls, fixing doors, and replacing damaged tiles or flooring.
- Assist with the installation and setup of new equipment and fixtures as needed.
- Conduct preventive maintenance tasks such as lubricating machinery, replacing filters, and checking equipment for signs of wear and tear.
- Maintain cleanliness and orderliness of work areas, including cleaning up debris, sweeping floors, and disposing of trash.
- Assist with landscaping and grounds keeping duties, including mowing lawns, trimming hedges.
- Respond promptly to maintenance requests from staff, addressing issues in a timely and efficient manner.
- Follow safety protocols and procedures to ensure a safe working environment for yourself and others.
- Keep accurate records of maintenance activities, including work orders, inventory of supplies, and equipment maintenance logs.
- Perform other duties as assigned by Maintenance Supervisor.

## Qualifications:

- Valid Wisconsin driver's license and a good driving record **REQUIRED**.
- High school diploma or equivalent **PREFERRED**.
- Willing to learn basic electric, plumbing and carpentry skills.
- Physically be able to reach, stretch, bend, walk and stand for long lengths of time.
- Ability to lift up to 50 pounds with or without assistance.
- Willing to work flexible schedule including nights, weekends and holidays.

*Pre-employment/random drug tests and a background check will be required for this position.*

**Native American preference is granted according to PL 93-638**

Submit completed applications and resumes to:

**Sokaogon Chippewa Community**  
**Human Resources Department**

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: [hr@scc-nsn.gov](mailto:hr@scc-nsn.gov)

**Posting Date: June 6, 2024**

**Closing Date: June 18, 2024**

**Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii**