



**SOKAOGON
CHIPPEWA
COMMUNITY**
Mole Lake Band

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| Position: | Maintenance Worker |
| Location: | Tribal Administration |
| Hours: | Full-time, 40 hours per week |
| Salary: | Commensurate with Education/Experience |
| 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 and 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.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Perform other duties as assigned by Maintenance Supervisor.

Qualifications (Education, Experience, Knowledge, Skills, Abilities):

- 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

Posting Date: January 21, 2026

Closing Date: Until Filled