

Vacancy Announcement #17-139

Position: Maintenance/Laborer (3)
(Non-exempt)

Salary: Grade Level 12/0
(\$22,745 per annum)

Program: Property & Supply Department
Location: Pine Ridge, So. Dak.

Opening Date: November 6, 2017

Closing Date: November 20, 2017

General Description of Duties:

The Maintenance/Laborer will perform a variety of duties of a general nature, principally in the carpentry, plumbing and painting trades. Assignments require more than a rudimentary but less than journeyman skills and knowledge of the trades involved. The Supervisor assigns work either verbally or through work orders and as required, provide sketches, installation procedures or other instructional material. The Maintenance/Laborer selects tools, decides on methods and techniques to use, selects materials described in the specifications (or obtains permission to make a substitution if specified material is not available) and carries out assignment which may be spot checked during progress. The supervisor provides advice on unusual problems and checks completed work. The Maintenance/Laborer may be occasionally required to wear protective equipment and clothing and is frequently exposed to cuts and bruises and may be exposed to the physical injuries when working from scaffoldings, ladders, etc. The Maintenance/Laborer is under the direct supervision of the Repair & Maintenance Supervisor.

Specific Duties:

1. Perform a variety of carpentry duties involving measuring, cutting, construction, and/or repairing wood or wood products and substitutes, including scaffolds, staging, panels, bins, pallets, dry wall, sheathing and roof decking where fit and accuracy will produce an acceptable, serviceable, end product.
2. Apply standard measurements and follow a specification, which are usually clear and specific or uses templates, precut items, or similar devices and/or materials.
3. Perform plumbing installations and repairs that can be completed by removing, cleaning, packing, sealing defective or damages parts of utility, supply and disposal systems including but not limited to dirty traps, sections of broken or damaged pipe and leaky drains.
4. Clean tools and equipment used in all trades work with appropriate cleaning materials or solvents; apply preservatives to prevent deterioration of tools or equipment due to rust corrosion or other adverse conditions.
5. Oversee and/or personally clean area worked and restore to good order.
6. Maybe be required to assist other facility management workers and trades helper when necessary to perform the entire tasks of the other tradesman.
7. Operate a tribal government owned or leased vehicle as an incidental duty.
8. Perform other duties as assigned by immediate supervisor.

Requirements and Knowledge:

1. Must have thorough knowledge sufficient to plan and measure materials according to given requirements and dimensions; skills in using carpentry tools such as tapes, rules, squares, and other measurements tools; skill in the use of shop tools, i.e., hammers,

handsaws, planes, screwdrivers, power-saws, power-planers, shapers and table saws.

2. Must have knowledge of standard plumbing methods and techniques, i.e., knowledge of how to measure, cut bend and thread pipe and tile; how to join, caulk and seal elbow, union joints, tile or PVC pipe, faucets and shower drains.
3. Must have skills sufficient to remove, clean reinstall or replace joints and fixtures such as traps, faucets and unions.
4. Must have skill to hook up water heaters and disposal units to installed systems and skill to replace sections of pipe and tile by following previously used routes, levels and hangers.
5. Must be skilled in the use of tools and equipment such as tapes, hacksaws, torches, hand and power threaders and cutters, packing and caulking iron and pipe wrenches.
6. Must have knowledge of painting trade practices sufficient to use accepted surface preparation and coating methods and techniques such as how to remove scale, rust, dirt and old coating materials in preparation of surfaces and how to apply coating materials to ensure surfaces are free from skips, runs and drips.
7. Must be skilled in stripping, sanding, scraping, brushing, spackling and puttying; must be skilled to brush out, roll on and spray coating materials and to use cutting-in and dip and overflow methods and techniques
8. Must have knowledge of shop arithmetic to add, subtract, multiply and divide and work with fractions.
9. Must be knowledgeable of safety procedures and practices applicable to each of the trades involved.
10. Must be knowledgeable of applicable building codes.
11. Must be able to read instruction and follow directions.
12. Must be able to perform duties utilizing platforms, ladders and scaffolding.
13. Must be able to work in situations requiring working indoors and outdoors in adverse weather conditions and in tiring and uncomfortable positions.
14. Must be able to work in situation where there is dirt, fumes, dust and grease.
15. Must be able to frequently lift parts, assemblies and equipment weighing up to 40 lbs. and occasionally lifting and carrying items weighing 50 lbs. or more.

Qualifications:

1. Must have a High School Diploma or GED certificate.
2. Two (2) years' experience in related field
3. Valid Driver's License required

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.