



Lac Courte Oreilles  
Child Care Center:  
Genawendaawasong  
8871 N. Trepania Road  
Hayward, WI 54843  
(715) 558-7461

## Maintenance Manager

### JOB DESCRIPTION

**Job Title:** Maintenance Manager  
**Posting Date:** July 20, 2022  
**Closing Date:** Open Until Filled  
**Reports to:** Center Director  
**Location:** Child Care Center: Genawendaawasong  
**Classification:** Full Time

**Position Summary:** The Maintenance Manager is responsible for providing and overseeing maintenance staff, including building upkeep. This position determines the need for contractors, ensuring departmental goals are being met including safety, quality, and training if needed. The ideal candidate is an organized, investigative, problem-solver with the ability to prioritize and delegate tasks to ensure that daily operations are running effectively and efficiently.

#### Qualifications:

- ❖ Must be 18 years of age;
- ❖ High school diploma/GED;
- ❖ Must hold a valid driver's license, able to successfully pass the Tribe's background, DCF background check, and fingerprinting;
- ❖ Requires clear Tuberculosis testing before hire and every two years thereafter
- ❖ Requires a clear Physical Health test before hire
- ❖ Must pass a drug test in accordance with State and Federal regulations before hire
- ❖ Prefer training and experience in one or more given trades as heating/air conditioning, plumbing, electrical, carpentry, or painting;
- ❖ Must be physically able to perform heavy lifting and cleaning duties;
- ❖ Possess the leadership skills necessary to direct the work of the maintenance team;
- ❖ Ability to multi-task several projects at the same time;
- ❖ Ability to keep track of and report on activity;
- ❖ Ability to operate a PC, internet, and software's;
- ❖ Ability to maintain a tracking system for maintenance ordering and supplies

#### Knowledge, Skills, and abilities:

Working knowledge of basic plumbing, carpentry, and painting trades. Basic knowledge of computer hardware and software. Skill in reading, interpreting and applying information in technical manuals and other documents. Ability to delegate and monitor

assignments. Ability to work cooperatively with others. Ability to troubleshoot problems and implement corrective actions. Leadership skills necessary to direct the work of a maintenance team.

**Performance Responsibilities:**

- ❖ Supervise assigned personnel, conduct annual performance evaluations and make appropriate employment recommendations;
- ❖ Maintain confidentiality regarding program/workplace matters;
- ❖ Ensure maintenance team follow attendance, punctuality, and job duties;
- ❖ Assign jobs to specific personnel and provide coordination among maintenance functions;
- ❖ Supervise and train the maintenance personnel for maximum productivity;
- ❖ Ensure that safety practices are followed;
- ❖ Provide advisory assistance in regard to equipment and facility needs and conditions;
- ❖ Inspect the facility on a regular basis to ensure a safe and desirable condition for learning;
- ❖ Maintain all equipment manuals, equipment warranties, and tool inventories;
- ❖ Review work orders to ensure proper documentation;
- ❖ Participate successfully in the training programs offered to increase skill and proficiency related to assignment;
- ❖ Keep management informed of potential problems or unusual events;
- ❖ Respond to inquiries and concerns in a timely manner;
- ❖ Maintain inventory list;
- ❖ Perform other duties as assigned.

**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 type written, 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**  
[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)  
[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)

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