



# White Earth Reservation Tribal Council

P.O. Box 418  
White Earth, Minnesota 56591  
Tel. (218) 983-4646  
Fax (218) 983-4343

## White Earth Reservation Tribal Council Job Announcement

**Position:** Urban Behavioral Health Maintenance Coordinator  
**Location:** Minneapolis  
**Pay:** \$17.31/Hr.

**Open:** 02-19-18  
**Close:** 02-23-18  
**Status:** Full time

The White Earth Reservation Tribal Council is seeking a qualified candidate to provide maintenance, custodial and grounds keeping services at Urban Behavioral Health, Minneapolis in order to ensure the facility, equipment, and grounds are well maintained, functional, and safe.

- Perform routine custodial services to ensure a clean, safe environment for clients. Staff and guests.
- Performs grounds keeping services to present professional image and safe environment of center.
- Inventories and requests janitorial supplies and equipment.
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills and Abilities:

- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Urban Behavioral Health department.
- Knowledge of heating equipment.
- Knowledge of cleaning and maintenance equipment.
- Knowledge of relevant equipment policies, procedures, and strategies to promote effective safety operations for the protection of staff and White Earth Tribal Council Property.
- Skilled to make adjustments to building equipment to maintain a comfortable work atmosphere.
- Ability to perform routine maintenance on equipment and evaluate what repairs are needed to be made.
- Ability to install equipment using wiring diagrams and blueprints to meet equipment specifications.
- Ability to work cooperatively within a group to make the work of the group successful and effective.

### Qualifications include:

- High School diploma or G.E.D.
- Class C Boilers License.
- Must be over age 18, mature, healthy adult who is able to carry out the Urban Behavioral Health duties as assigned.
- Must be free of chemical use problems for a least one (1) year immediately preceding their hiring and must sign a statement attesting to that fact and freedom from chemical use problems must be maintained during employment.
- Must pass a criminal background check and drug screening.
- Valid Driver's License and insurance for travel between sites and other business related destinations.

Send applications to:

White Earth Tribal Council  
Attn: Personnel  
P.O. Box 418  
White Earth, MN 56591

Download applications at [www.whiteearth.com](http://www.whiteearth.com)

*EEO with Native Preference*

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment*

**CHAIRMAN**  
Terrance Tibbetts

**SECRETARY-TREASURER**  
Tara Mason

**DISTRICT I**  
Steven "Punky" Clark

**DISTRICT II**  
Kathy Goodwin

**DISTRICT III**  
Eugene "Umsy" Tibbetts