

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: April 8, 2025
FROM: Human Resources Department
RE: Maintenance Worker

The Human Resources Department is currently taking applications for a Part-Time Maintenance Worker. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply should visit the Tunica-Biloxi website at www.tunicabiloxi.org and click on 'Government' located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until April 15, 2025, at 4.00 p.m.**

Date and hour posted: _____ : ____ . m.

Date and hour removed: _____ : ____ . m.



JOB DESCRIPTION

Job Title: Maintenance Worker	Department: Maintenance
Reports to: Director of Land/Facilities	Employment Status: Part Time
Supervisory Status: Non-Supervisory	Revision Date: 4/4/25

Summary:

The General Maintenance worker is responsible for the overall maintenance of the Tribal grounds and property.

Essential Duties and Responsibilities

- Perform preventive maintenance on tools and equipment, including inspection and cleaning.
- Perform routine repairs to commercial and residential properties.
- Be able to work special events in the evenings and weekends, as necessary.
- Operate both heavy and light equipment including but not limited to truck and trailer, saws, drills, sanders, ladders, weed eaters, blowers, shovels, mowers, sprayers, etc.
- Troubleshoot and perform repairs on buildings and facilities including not limited to residential housing and housing units.
- Assist in inspecting and or monitoring energy management systems and emergency equipment to ensure operating conditions of the facility are at appropriate conditions.
- Completing work orders with written response on how the request was resolved.
- Inspection of buildings, equipment, and systems periodically to identify any issues.
- Implement preventative maintenance procedures as requested.
- Performs general maintenance tasks, as assigned.
- Performs other related job duties as assigned.
- Attend regular safety and personnel meetings.

Competency:

- Must display proficiency in one or more of the following categories: landscaping, light/heavy equipment operating, mechanics, carpentry and finishing skills, equipment and or general building maintenance, and plumbing.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- School diploma or GED required.
- Must have experience in operating commercial landscaping equipment.
- Verifiable general knowledge and skills in landscaping, construction, home repair, mechanics, and operation of hand tools

Certificates and Licenses:

- Must possess a valid Louisiana driver's license.
- Must be able to pass a criminal background check.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts and outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

- Must be able to lift or move heavy objects up to 50 lbs.
- Must be able to stand and work as long as 8 hours in different positions; occasionally crawl, stoop, and work in awkward positions.
- Must be able to work outdoors and endure extreme weather conditions.
- Individuals in this position will serve on the emergency management response team as well as work on a scheduled time on-call which may include irregular hours.

Disclaimer:

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.
Proof of tribal citizenship is required to be deemed preference eligible.**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to.

contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

This document does not create an employment contract, implied or otherwise; employment in this job is an "at will" employment relationship.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES:

To apply for this position, interested candidates must submit their completed application, or cover letter and resume on or before the closing date to:

Tunica Biloxi Tribe of
Louisiana Attn:
Human
Resources
P.O. Box 1589
Marksville,
La.
71351
[HR@t
unica.
org](mailto:HR@tunica.org)