



## ***DUCKWATER SHOSHONE TRIBE***

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

### **JOB ANNOUNCEMENT**

**TITLE:** Facilities Maintenance  
**SALARY:** \$24.00 per hour or (D.O.E.)  
**OPENING DATE:** April 01, 2025  
**CLOSING DATE:** April 15, 2025  
**LOCATION:** Duckwater Shoshone Reservation

#### **DEFINITION:**

Under the direct supervision of the Division Health Manager the Maintenance employee will be responsible for the general maintenance and repair of the health building, interior and exterior, as well as other tribal facilities.

#### **Maintenance Duties:**

- Responsible for evaluating buildings and needed repairs or maintenance for safe operation.
- Responsible for ordering supplies and maintain inventory of supplies for maintenance of buildings, including custodian supplies.
- Responsible for painting, exterior cleaning, filter changing, etc. to maintain buildings and facilities in good working order.
- Responsible for cleaning interior/exterior of health building, if custodian unavailable.
- Responsible to schedule work with acceptable vendors for supplies.
- Cleaning of debris, weeds, etc. outside of health building.
- Assist with SDPI, as needed.
- Assist with elder transportation, as needed.
- Other job duties as assigned

#### **KNOWLEDGE AND SKILL:**

- Must be able to lift 20 pounds or more
- Must be able to assist and make decisions and be self-motivated
- Knowledge of cleaning chemicals
- Ability to accept direction
- Ability to communicate well with other co-workers

## QUALIFICATIONS:

- High School Diploma or Equivalent (GED)
- One year experience working with custodial duties
- Must have a working knowledge of tools, instruments and supplies as needed to perform the job.
- Must have ability to work safely and willingness to comply with safety precautions.
- Must be able to maintain effective working relationships.
- **Must have Nevada State issued Driver's License and be insurable under the Duckwater Shoshone Tribe's insurance policy. *If a Driver's License does not accompany application, the applicant will not be considered.***
- Must be able to pass a drug screening.
- Must be able to pass a thorough background investigation.
- Must be bondable and have no felony or criminal misdemeanor conviction.

## INDIAN PREFERENCE:

Preference will be given to all qualified Duckwater Shoshone Tribal members first; all other Indian's second and non-Indian's third in accordance with federal requirements.

## APPLICATION:

Applications may be picked up at the Duckwater Shoshone Tribal Administration Office or the Duckwater website at [www.duckwatertribe.org](http://www.duckwatertribe.org)

***Applications must include a cover letter, resume and a complete application. If those are not attached or completed: Applicant will not be considered.***

Applications may be:

Mailed to: Duckwater Shoshone Tribe  
Attention: Shalene Mike-Collins, Human Resources Director  
P.O. Box 140068  
Duckwater, Nevada 89314

Emailed to: [hr.enroll@duckwatertribe.org](mailto:hr.enroll@duckwatertribe.org)

Hand delivered to: Duckwater Shoshone Tribe – Shalene Mike-Collins, Human Resources Director  
511 Duckwater Falls Road  
Duckwater, Nevada 89314