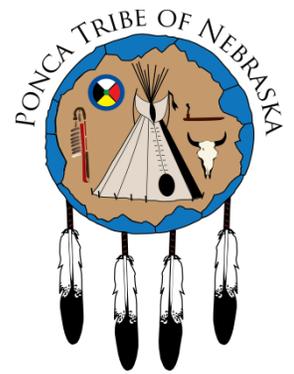


# Ponca Tribe of Nebraska

Intern, Maintenance Job Description  
Approved 09/17/2016



Position:	Intern, Maintenance
Division:	Tribal Affairs
Department:	Maintenance
Reports To:	Maintenance Coordinator
Location:	Open
Exempt/Non-Exempt:	Non-Exempt
Salary:	Grade 1 (\$8.00 - \$12.69)
Classification:	Part-time (1 year period – May be renewed)

## **Summary:**

Internship for Ponca member who is seeking experience to coincide with their area of interest while starting a post-secondary education program. Assists in the maintenance and repair of the Tribe's buildings, properties (including rental units) and grounds.

## **Essential Responsibilities and Duties:**

1. Assist with necessary repairs and maintenance to the Tribe's property as needed and as requested on work orders.
2. Assist with the maintenance of landscaping, which includes: mowing, weed control, planting and trimming of shrubs and trees.
3. Clean internal areas of buildings which include: dusting, sweeping, mopping, vacuuming and window washing.
4. Empty trash cans and consolidate trash for weekly pickup.
5. Paint interior and exterior walls and trim.
6. Repair parking lots and sidewalks.
7. Remove snow and ice from parking lots and sidewalks.
8. Aid in the maintenance and repair of the buildings' plumbing and electrical systems which do not require licensure, including replacing worn or defective parts such as switches and fuses.
9. Replace worn or damaged parts such as hoses, wiring and belts in machines and equipment such as truck and riding lawnmower.
10. Keep a log of all service, maintenance and repairs performed on all equipment.

# Ponca Tribe of Nebraska

Intern, Maintenance Job Description  
Approved 09/17/2016



11. Assist with regular inspections to monitor for repair and safety hazards and prepare a plan of action to address the inspection findings.
12. Assist other departments with moving furniture and unloading and storing supplies.
13. May open and close buildings and may provide onsite monitoring when activities are taking place outside of normal office hours.
14. Set up chairs, tables and equipment for meetings, activities and events.
15. Assist with the inventory maintenance for all equipment and tools used by the Maintenance staff and submit to Procurement Officer at least annually.
16. May be on-call after normal office hours for emergency or routine maintenance needs, including when business office is closed due to inclement weather.
17. Attend staff and other meetings as required.
18. Travel as needed to fulfill objectives of project.
19. Other duties as assigned.

## **Relationships and Authority:**

This position has no supervisory duties.

## **Working Environment and Physical Demands:**

This position is located in professional office environment.

## **Qualifications:**

### **Minimum:**

1. Enrolled in post-secondary program and maintain passing grades in all class-work.
2. Ability to handle stress, meet deadlines and work independently and as part of a team.
3. Ability to work on and organize multiple projects.
4. Possess or develop computer proficiency in Microsoft Word, Excel, and PowerPoint programs.
5. Make effort to develop written and oral communication skills.
6. Must successfully pass drug and alcohol testing, education, character, and criminal background checks.
7. Able and willing to travel.

### **Preferred:**

1. Must have valid driver's license and be insurable.

**Tribal Council Approval:** 06/04/2012 Rev. 09/12/2012 Rev. 06/20/2015 Rev 08/07/2015 Rev 09/17/16