



The Three Affiliated Tribes Job Description

Position: Maintenance HVAC Mechanic Technician

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Maintenance Director DEPARTMENT: TAT Tribal Administration HQTRS Building SALARY: DOQ CLASSIFICATION: Non-Exempt	FLSA STATUS: FT Regular LOCATION: New Town, ND OPENING DATE: 3/21/22 CLOSING DATE: Until Filled
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POSITION SUMMARY: Maintenance Technician (will be provided Maintenance Mechanic Training; if needed) Will be responsible for management of performing continuous facility maintenance and completing repairs on HVAC equipment to maintain climate control in facility functioning properly with guidance/direction of HVAC Contractor as a trainee for one-year period/two-year period. Maintenance Technician/Maintenance Mechanic Trainee is responsible for keeping the facility and repairing and addressing problems promptly.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Maintenance Tribal Administration HQTRS Building HVAC System.**
- **Change filters on heat pumps.**
- **Change and tighten belts as needed.**
- **Clean mini split filters.**
- **Clean outdoor coils as needed.**
- **Grease bearings on all requiring to be greased.**
- **Clean burners on MUA (Make-Up Air HVAC, Refrigeration System, Hood)**
- **Clean and replace filters as needed.**
- **Oil motors on unit heaters.**
- **Clean flame sensors.**
- **Check amps and pressure.**
- **Available to assist TAT Maintenance Dept. as needed. Completing Maintenance tasks and work orders.**
- **Available and willingness to work for weekends or short notices to address repairs as needed.**

1. And other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing others does not exist.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge: Preferred knowledge in HVAC Mechanics. (Will provide training; if needed.)



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Skills: Be able to use equipment for cleaning and maintaining HVAC System. Ability to read schematics or work plans.

Abilities: Must be physically fit to perform all HVAC Maintenance duties. Good communication with Mobray & Son's Inc; and TAT Maintenance Dept. Ability to follow oral and written instructions. Ability to prioritize multiple tasks. Ability to work effectively with a team. Ability to work independently as needed to support the Maintenance Department.

MINIMUM QUALIFICATIONS AND EDUCATION:

- **Need to have a high school diploma, GED, or some College is preferred.**
- **Valid Driver's License/good driving record.**

WORKING CONDITIONS: Must be able to lift 50lbs or use equipment to transport supplies. Must be willing to work outside in extreme temperatures.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested persons must submit the following information:

1. Job Application
2. Copies of
 - o Diplomas/Certificates and Transcripts
 - o 2 Forms of ID: Valid Driver's License or State Issued ID, SS Card, Passport, Birth Certificate
 - o Indian Preference: CIB or Tribal ID
 - o Veteran Preference (If applicable): Form DD-214
 - o Proof of Highest Education (High School/ College Degrees/Transcripts, Certificates)
 - o Background Check – Questionnaire (Supplemental based on position)



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Submit all necessary information to the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781