



■ MI'KMAQ NATION
■ POSITION DESCRIPTION

TITLE: Maintenance Technician (Housing Depart.)

CLASSIFICATION: Full-Time/Permanent

IMMEDIATE SUPERVISOR: Maintenance Technician Foreman

NOTE: The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this position may change over time, according to the Tribe's needs, which changes may not be recorded herein at this time.

SUMMARY OF POSITION: The Maintenance Technician will demonstrate aptitude in the operation and repair of utility maintenance such as heating, plumbing, and electrical. Generally, to do utility maintenance work that involves non required licensing for plumbing, heating, and electrical repairs. Also, to perform general maintenance in the areas of rough or finished carpentry, cement finishing, painting and dry walling. Will also be required to be on-call as part of the 24-hour rotating on call schedule.

EDUCATION (OR EQUIVALENT EXPERIENCE): High School diploma or GED. Two-year certificate of completion or degree in one or more of the required disciplines (carpentry, plumbing, heating, electrical) from a Maine State accredited Vocational Institute or two years' work experience in an associated field.

LICENSES OR CERTIFICATIONS: Valid Maine State driver's license required. State of Maine licensing in plumbing, heating and/or electrical is not required but would be a plus.

EXPERIENCE: Three years' experience in maintenance related field.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Excellent communication skills. Have the ability to know about and perform rough and finish carpentry, painting, cement finishing and mechanical. Ability to follow instructions. To operate and perform minor adjustments and repairs to a variety of equipment which includes loaders, trucks, lawnmowers, welders and electric hand tools. Must be able to lift 301bs. Must be able to commit to a 40-hour work week, and accept after hour emergency maintenance call if on call.

WORKING CONDITIONS: To work outside as required by season, on streets and surrounding grounds such as maintenance to playground equipment, lawn mowing and trimming, snow plowing and sanding or salting of walks, painting of exterior of buildings. To work inside as in the repair or replacement of broken windows or doors; repair of floors, stairs, wallboard, ceilings, sills, casings; interior painting of apartments when needed; minor electrical work such as replacing outlets, switches, fan motors; minor

plumbing/heating such as the repair of leaky faucets, pipes, valves, bleeding units, trouble shooting and general maintenance of heating units.

FUNCTIONS/TASKS:

1. General type maintenance in areas of plumbing, heating, electrical and carpentry.
2. Respond to tenant and maintenance office generated service orders requiring minor service repairs.
3. Assist in preventive, general and rehab type maintenance as required by the Maintenance Supervisor and/or Housing Authority Director and/or Housing Coordinator.
4. Perform ground maintenance in the areas of lawn repairs, mowing, trimming, snow removal, shoveling and sanding or salting as each need arises.
5. To perform janitorial work as needed.
6. To clean any vacant apartment as requested.
7. To report directly to the Residential Service Coordinator and/or the Housing Director.
8. Will respond as needed to after hour emergency calls to assure 24-hour maintenance coverage through a rotating weekly on call schedule.
9. Will monitor the performance of maintenance personnel in order to assure maximum performance and productivity.
10. Will maintain an accurate inventory of all supplies, materials and equipment and will assist in facilitating a physical inventory review annually.
11. Will be responsible as part of maintenance for insuring a safe, secure, clean and organized shop and work environment.
12. Must attend all meeting and required trainings
13. Must assume all other tasks assigned by supervisor

EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on a semi-annual and annual basis, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. She/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing . (Including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals.

Only individuals who have proof of full vaccination will be considered for hire.

The Closing date for this position is JANUARY 20, 2022. If you are interested in applying for this position you must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated that you have obtained in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years). A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS and State of Maine background check. The successful candidate must also submit to an FBI fingerprint background check.

Please send the completed Job Application to the following address or email:

Cheryl Smart

Attn: Human Resource Assistant

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.