



MI'KMAQ NATION JOB ANNOUNCEMENT

TITLE: Maintenance Technician (Housing Dept.)

CLASSIFICATION: Full-Time/40 Hours per week

IMMEDIATE SUPERVISOR: Housing Director

SUMMARY OF POSITION: The Maintenance Technician will demonstrate aptitude in the operation and repair of utility maintenance such as heating, plumbing, and electrical. The utility maintenance involves non-licensing work 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) or two years' work experience in an associated field. State of Maine licensing in plumbing, heating and/or electrical is not required but would be a plus.

LICENSES OR CERTIFICATIONS: Valid Maine State driver's license required.

EXPERIENCE: Two 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 100lbs. 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/shoveling 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, cills, 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: General type maintenance in areas of plumbing, heating, electrical and carpentry. Assist in preventive, general and rehab type maintenance as required by the Maintenance Supervisor and/or Housing Authority Director and/or Housing Coordinator.

To clean any vacant apartment as requested. To report directly to the Residential Service Coordinator and/or the Housing Director. Will respond as needed to after hour emergency calls to assure 24-hour maintenance coverage through a rotating weekly on call schedule.

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 stated 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, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: OCTOBER 7, 2022

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 under Public Law 93-638 and is an Equal Opportunity and Service Provider.