



# MI'KMAQ NATION

## Job Announcement



**TITLE:** Facilities Maintenance Manager  
**CLASSIFICATION:** Full-time permanent  
**IMMEDIATE SUPERVISOR:** TRAM Director  
**SALARY:** \$21-\$32/HR

**SUMMARY OF POSITION:** The maintenance manager, who has a pivotal role in our organization, oversees the lead maintenance technician, who manages the maintenance workers. The manager directs the long-term vision and comprehensive effort around building systems, equipment operation and safety standards. Responsibilities include planning and directing maintenance work and coordinating the lead maintenance technician to accomplish work promptly and safely.

**EDUCATION (OR EQUIVALENT EXPERIENCE):** A Bachelors or Associates degree in related field in preferred for maintenance manager roles with administrative duties or equivalent experience to include four (4) to six (6) years of work to include carpentry, building trades, infrastructure operations or repairs, certifications in boiler operations, working on roofing, doors/window repairs, certifications electrical, plumbing, etc. with would qualify as adding to knowledge, skills and abilities.

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:** Creating maintenance schedules, delegating tasks, conducting site inspections, identifying areas of requiring extra maintenance work, supervising workers, performing minor on-site repairs, developing maintenance budgets, and negotiating with vendor contracts.

**WORKING CONDITIONS:** The job requires a mix of sedentary office work and physical labor both inside and outdoors. The person must demonstrate the ability to meet the physical demands of the job. The job may include exposure to periods of high activity and high stress under demanding conditions and emergencies. Work in a variety of conditions, including heights, adverse weather, small spaces, etc. The noise level in this environment ranges from quiet to moderate to extremely loud.

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

**The closing date for this position is **JUNE 5, 2024****

Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. A complete Job Description and an Application can be found at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) or call Beth Diamond at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.

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

**Attn: Beth Diamond Human Resource Assistant Mi'kmaq Nation**  
**7 Northern Road, Presque Isle, ME 04769**  
[bdiamond@micmac-nsn.gov](mailto:bdiamond@micmac-nsn.gov)

***The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and Service Provider.***