



**Mi'kmaq Nation
JOB ANNOUNCEMENT**

TITLE: Transportation Realty & Assets Lead Maintenance Technician
CLASSIFICATION: Full-time (40 Hours per week)/Non-Exempt
IMMEDIATE SUPERVISOR: Transportation Realty & Assets Management Director

SUMMARY OF POSITION: The Transportation Realty & Assets Management Lead Maintenance Technician will assist the Transportation Realty & Assets Management Director with the everyday office work and outdoor fieldwork regarding the Transportation Realty & Assets Management Program. And will supervise maintenance staff while they are in the field.

EDUCATION (OR EQUIVALENT EXPERIENCE): G.E.D./ High School Diploma or the willingness to enroll in a G.E.D. program or one (1) or more years of work experience. Depending on experience, salary ranges between \$19.95 to 25.00 per hour.

LICENSES OR CERTIFICATIONS: Valid Maine State Driver's License.

EXPERIENCE: Experience in timber stand management, road construction, carpentry, computer inventory, GIS/GPS, plowing and mowing, and real estate background-

SKILLS/KNOWLEDGE/ABILITIES (S.K.A.) REQUIRED: Must have some computer experience. Must safely use power tools such as circular saw, drill, and chainsaw. Must have good communication skills and report-writing ability. Must be willing to attend trainings in the above areas, or as assigned. And have the ability to review and prioritize incoming work orders, assign work tasks and schedules to maintenance technicians, and monitor the completion of work orders.

WORKING CONDITIONS: Minimum office duties combined with mostly outdoor fieldwork all seasons.

FUNCTIONS/TASKS: **1.** Will prioritize work orders and coordinate all maintenance activities with the Director's assistance. **2.** Will supervise maintenance staff to ensure satisfactory performance. **3.** Help set up inventory for tribal assets, including shelving construction, cleaning, and sorting through stored furniture and equipment.

This is a partial list of duties for a complete list of tasks; please go to Micmac-nsn.gov for a complete job description. **The Closing date for the position is May 23, 2024.** 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, three 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 Beth Diamond at 764-1972 to have an application mailed. An offer of employment will only be made with successful DHHS and State of Maine background checks. The successful candidate must also submit to an F.B.I. fingerprint background check.

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

Attn: Human Resource Assistant/ Office Manager, Beth Diamond

Mi'kmaq Nation

7 Northern Road, Presque Isle, ME 04769

bdiamond@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.