



Mi'kmaq Nation
Position Description

TITLE: Transportation Realty & Assets Lead Maintenance Technician

CLASSIFICATION: Full-time (40 Hours per week)/Non-Exempt

IMMEDIATE SUPERVISOR: Facilities Maintenance Manager

SALARY RANGE: \$18.50-\$30/ HOUR

NOTE: The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements. The description is to serve interviewers, applicants, and affected program directors as a reference tool for determining whether an applicant or employee's qualifications are sufficient to perform the tasks and assume the responsibility of the job. Some aspects of this portion may change over time according to the Tribes' needs.

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.

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.
4. Inventory of Assets: This will entail photographing and tagging each piece of equipment or furniture with a code label and entering the Serial Number, Model number, etc., into a computer laptop database.
5. Assisting the Director with Transportation Planning by obtaining GIS/GPS information on the properties, road usage information, taking physical measurements when possible, monitoring and documenting the construction of road projects, and helping develop a transportation plan for the Mi'kmaq Nation.
6. Working with a crew to prune and thin timber stands. Some clearing of timber and brush for trail construction may be necessary.
7. Real property maintenance will be needed and may include lawn mowing, tree trimming, snow and ice removal, and some essential road/building/vehicle maintenance.
8. Respond to Department-generated Work Orders.
9. Perform ground maintenance in plowing, mowing, trimming, snow shoveling, sanding, and salting walkways as needed.
10. Maintenance of all equipment and facilities that the Mi'kmaq Nation Transportation Realty & Assets Management Department is responsible
11. Ensuring all tribal roads are safe.
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12. Maintenance on all roads.
13. Assist with construction projects.
14. Complete daily work logs.
15. Preventative and regular maintenance on the tribe's parking lots.
16. Will respond as needed to after-hour maintenance issues (snow removal).
17. Responsible, as part of maintenance, for ensuring a safe, secure, clean, and organized shop and work environment locations.
18. Maintain strict adherence to the Privacy Act of 1974.
19. Review and abide by the Mi'kmaq Nation Personnel Policies.

20. The maintenance technician will attend all required training and assigned meetings.,
21. The technician will report to work, meetings, training, and scheduled appointments on time.
22. All other duties as assigned by the program director.

NOTICE: This position does not state or imply that the responsibilities and tasks are the only ones to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by their immediate supervisor.

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, a cover letter and a resume, *and* 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: August 7, 2024

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

Attn: Human Resource

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