

MI'KMAQ NATION

JOB DESCRIPTION

TITLE: Maintenance Technician (TRAM department)

CLASSIFICATION: Full-time /Permanent

IMMEDIATE SUPERVISOR: Facilities Maintenance

SALARY RANGE: \$16- \$28.91 per hour

SUMMARY OF POSITION: The Transportation Realty Assets Management Maintenance Technician will be responsible in assisting the TRAM Coordinator with outdoor fieldwork in regard to the Transportation Realty Assets Management Program.

EDUCATION (OR EQUIVALENT EXPERIENCE): High School Diploma or equivalent.

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

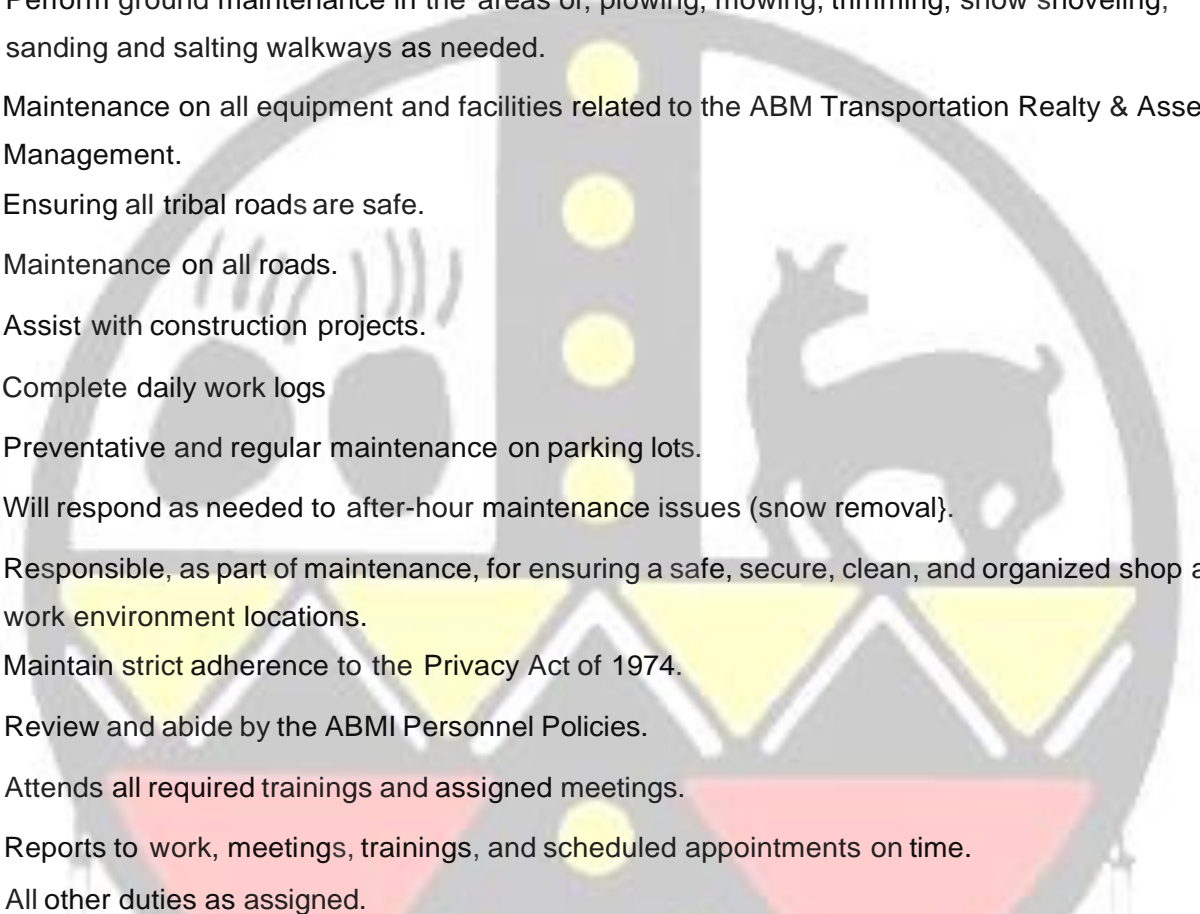
EXPERIENCE: Three years' experience in maintenance-related field.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Must have some experience with computers. Must be able to 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. Experience with plowing and ground work a must. Knowledge and capability to operate and perform minor adjustments and repairs to a variety of tribally-owned equipment including but not limited to loaders; tractors; lawnmowers; welders; electric hand tools, and other machinery and equipment.

WORKING CONDITIONS: To work outside as required by season, on tribal-owned streets; grounds, and buildings.

FUNCTIONS/TASKS:

1. Help set up inventory for tribal assets. This will include shelving, cleaning, and sorting through stored furniture and equipment.
2. Inventory of Assets: This will entail tagging each piece of equipment or furniture with a code label and entering the Serial Number, Model number, etc. into a computer laptop database. A photo of the object will also be taken.
3. Assisting the Director and Coordinator with the Transportation Planning by obtaining GIS/GPS information on the properties, road usage information, taking physical measurements when possible, monitoring and documenting construction of road projects and helping develop a transportation plan for the Mi'kmaq Nation.
4. Real property maintenance will be needed and may include lawn mowing, tree trimming, snow and ice removal, and some basic road/building/vehicle maintenance.
5. Respond to Department-generated Work Orders.

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6. Perform ground maintenance in the areas of; plowing, mowing, trimming, snow shoveling, sanding and salting walkways as needed.
 7. Maintenance on all equipment and facilities related to the ABM Transportation Realty & Assets Management.
 8. Ensuring all tribal roads are safe.
 9. Maintenance on all roads.
 10. Assist with construction projects.
 11. Complete daily work logs
 12. Preventative and regular maintenance on parking lots.
 13. Will respond as needed to after-hour maintenance issues (snow removal}.
 14. Responsible, as part of maintenance, for ensuring a safe, secure, clean, and organized shop and work environment locations.
 15. Maintain strict adherence to the Privacy Act of 1974.
 16. Review and abide by the ABMI Personnel Policies.
 17. Attends all required trainings and assigned meetings.
 18. Reports to work, meetings, trainings, and scheduled appointments on time.
 19. All other duties as assigned.

The Closing date for this position is March 6, 2025

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:

Beth Diamond

Attn: Human Resource Office Manager

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.