

MI'KMAQ NATION

Job Description

TITLE: Transportation Realty & Assets Maintenance Technician Foreman

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

IMMEDIATE SUPERVISOR: Transportation Realty & Assets Management Facility Manager

SALARY RANGE: \$18.50- \$30 per hour

NOTE: The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the work described herein. This Position Description is meant to serve interviewers, applicants, and directors as a reference tool for determining whether the applicant meets the qualifications, sufficient to perform the tasks and assume the responsibility for the work described herein. Some aspects of this position may change over time, according to the needs of the Micmac Family Health Services and the Mi'kmaq Nation.

SUMMARY OF POSITION: The Transportation Realty & Assets Maintenance Technician Foreman will assist the Transportation Realty & Assets Management Facility Manager with the every day office work and outdoor fieldwork regarding the Transportation Realty & Assets Management Program. Will supervise maintenance staff while they are in the field.

EDUCATION (OR EQUIVALENT EXPERIENCE): GED/High School Diploma or willingness to enroll in a GED program or one (1) or more years of work experience. **Will provide training to suitable candidate.**

LICENSES OR CERTIFICATIONS: Valid Maine State Driver's license. CDL preferred.


EXPERIENCE: Experience in timber stand management, road construction, carpentry, computer inventory and plowing and mowing.

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. Must 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 manager's assistance.
2. Will supervise maintenance staff to ensure satisfactory performance.
3. Help set up inventory for tribal assets, including shelving construction, cleaning and storing 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 manager or director with transportation planning by obtaining GIS/GPS information on 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.

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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 law moving, 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.
 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 foreman will attend all required training and assigned meetings.
 21. The foreman will report to work, meetings, training and scheduled appointments on time.
 22. All other duties as assigned by manager/director.

NOTICE:

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: April 4, 2025

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.