

MI'KMAQ NATION

JOB DESCRIPTION

TITLE: Maintenance Technician

CLASSIFICATION: Full-time /Part-time (Dependent Upon Grant Funding)

IMMEDIATE SUPERVISOR: Facilities Maintenance Manager

SALARY RANGE: \$16-\$28.91

SUMMARY OF POSITION: The Transportation Realty Assets Management Maintenance Technician will be responsible for assisting the Maintenance Technician Lead/Foreman with outdoor fieldwork regarding the Transportation Realty Assets Management Program.

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

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

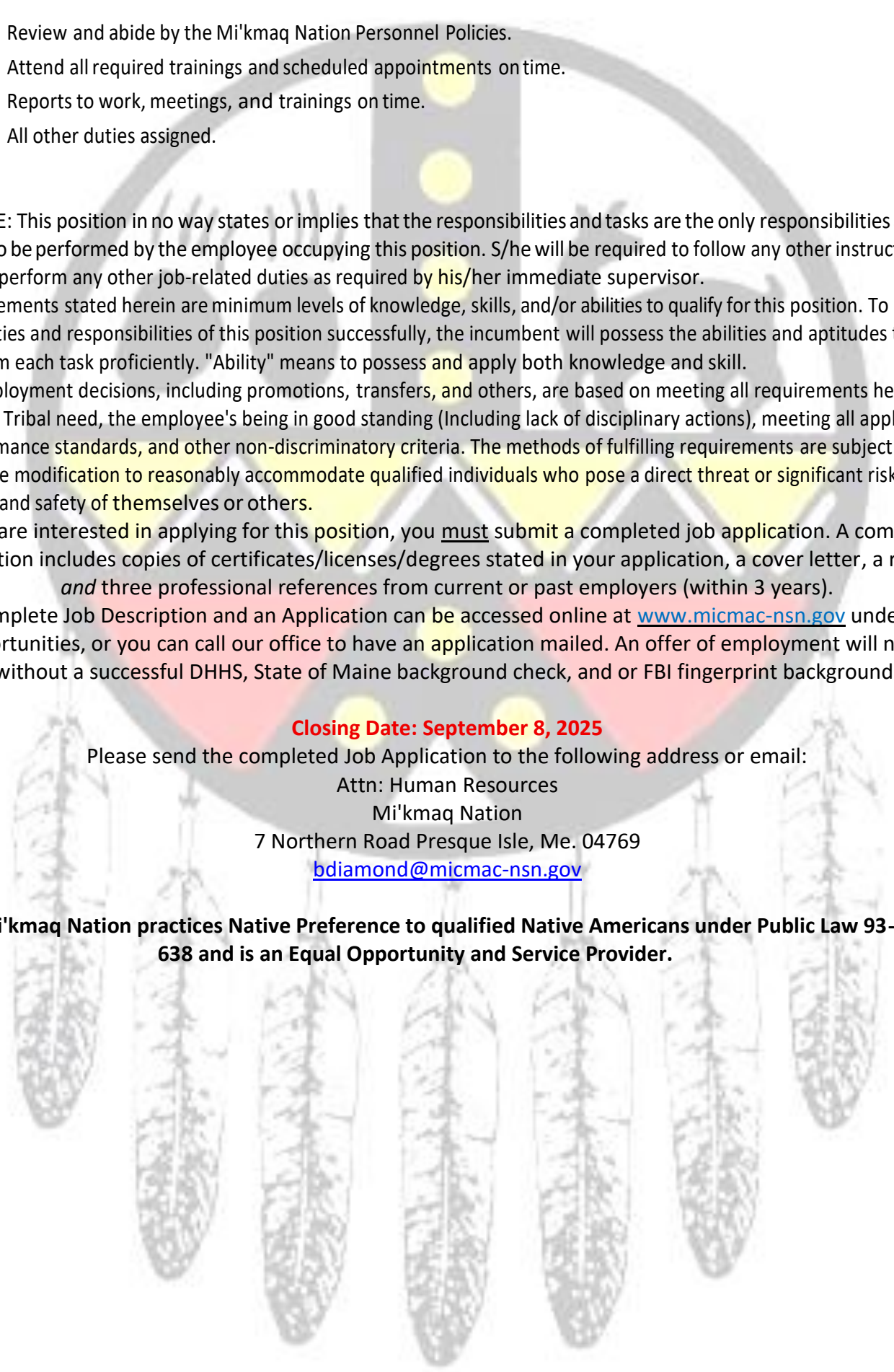
EXPERIENCE: Three years' experience in the maintenance-related field.

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 training in the above areas. Experience with plowing and ground work is 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. Assist Facilities Maintenance Manager, Maintenance Technician Lead/Foreman with daily tasks, projects, and preventative maintenance scheduling.
2. Respond to departmental/program-generated work orders.
3. Perform grounds maintenance to include plowing, shoveling, salting, mowing, trimming, and any other related tasks to maintain tribal property.
4. Perform maintenance on all equipment and facilities related to the Mi'kmaq Nation Transportation, Realty & Assets Management department.
5. Ensure all tribal roads are properly maintained, clear, safe, and identify potential risks/hazards to the Facilities Maintenance Manager.
6. Perform duties related to Interments at Mi'kmaq Nation Tribal Cemetery as needed.
7. Assist as needed with construction projects.
8. Respond to after-hour maintenance as needed, to include but not limited to snow removal, storm maintenance management, and all other emergency maintenance issues.
9. Preventative measures on all roads and parking lots,
10. Ensuring a clean, safe, secure, and organized work environment, such as job sites and maintenance facilities.
11. Maintain strict adherence to the Privacy Act of 1974.

- 
12. Review and abide by the Mi'kmaq Nation Personnel Policies.
 13. Attend all required trainings and scheduled appointments on time.
 14. Reports to work, meetings, and trainings on time.
 15. All other duties assigned.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks 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 his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards, and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to the health and safety of themselves or others.

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, a resume, *and* 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 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: September 8, 2025

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

Attn: Human Resources

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.