

HOULTON BAND OF MALISEET INDIANS

Job Description

MAINTENANCE WORKER

STATUS: Full-Time, 40-hrs per week

SUPERVISED BY: Maintenance Supervisor

SALARY: \$17.79- \$20.19

ROLE: Under the supervision of the Maintenance Supervisor, this position will assist in performing general maintenance and repairs to the Tribal Administration facilities, grounds, equipment, and vehicles.

POSITION RESPONSIBILITIES:

1. Routine and general building repair and maintenance.
2. Snow plowing and snow removal on an as needed basis.
3. Salting and sanding on an as needed basis.
4. Upkeep of grounds, mowing, raking, and general landscaping.
5. Minor vehicle repair and maintenance; oil changes, etc.
6. Maintain records on all maintenance performed.
7. Proper use of equipment, tools and supplies
8. Other duties as assigned by immediate supervisor

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Possess good mechanical skills, building/carpentry skills
- Must have a valid Class B Maine State Driver's license. Class "A" preferred or willingness to obtain required classification to operate HBMI vehicles.
- Must have a vehicle for transportation.
- Ability to work with little or no supervision
- Completion of a Criminal Background Investigation.
- Completion of a DMV background investigation and ability to be insured by HBMI.
- Must be able to work irregular hours as needed including nights and weekends
- Must be reliable and dependable
- Experience with basic welding
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Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities

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|-------------|---|-------------------|---|---|
| Bending | F | Sitting | O | <i>N (Not Applicable)</i> |
| Carrying | F | Standing | F | <i>O (Occasionally) up to 2 hours a day</i> |
| Driving | F | Talking | O | <i>F (Frequently) 2-6 hours a day</i> |
| Handling | F | Walking | F | <i>C (Constantly) over six hours a day</i> |
| Hearing | F | <u>Lift/Carry</u> | | |
| Keyboarding | N | 50 lbs. or less | F | |
| Kneeling | F | <u>Push/Pull</u> | | |
| Reaching | F | 50 lbs. or less | F | |

Application are available for download at our web site maliseets.net, at the front desk of the Administration Building or have one mailed to you by contacting the HR Coordinator at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until close of business on November 21st, 2024

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.