

## **Maliseet Indian Housing Authority**

### **Maintenance Worker**

#### **Job Description**

**Job Title:** Maintenance Worker

**Status:** Full-Time (40 hours)

**Salary Range:** \$17.00-\$20.00

#### **Supervision**

General supervision is predominately received by the MIHA Maintenance Supervisor and occasional MIHA Executive Director.

#### **Job Summary**

1. Performs skilled and semi-skilled maintenance and repair tasks on buildings, apartments Grounds and equipment.
2. Must demonstrate experience in basic heating, plumbing, carpentry, mechanics and electrical such as changing thermostats and outlets.

#### **Principal Duties**

1. Perform regular checks on furnaces and pin point when/if they need to be serviced or repaired
2. Perform minor plumbing tasks such as changing faucet washers, repairing toilets, unclogging drains, etc.,
3. Perform minor electrical tasks such as re-setting circuit breakers and changing outlets and switches.
4. Repair and install windows, glass and screens.
5. Cleaning vacant units for occupancy
6. Assisting with moving tenants that are transferred
7. Minor carpentry repairs and painting.
8. Maintaining ground by cleaning debris, mowing, raking, trimming trees and shrubs, snow removal and ice.
9. All other duties as assigned.

#### **Requirements**

1. Knowledge of aspects of building maintenance including carpentry, electrical, plumbing and custodial.
2. Knowledge of materials, methods and the appropriate tools to construct and/or repair structures.

3. Knowledge of machines, tools and equipment including their uses and requirement maintenance.
4. Knowledge of the composition, structure, and properties of substances and of the chemical processes and transformations of their components. This includes uses of chemicals and their interactions, dangers, production techniques and disposal methods.
5. Must have high school diploma/ GED.
6. Must be able to lift 50 lbs. or higher, move furniture, boxes, equipment and appliances.
7. Must have a valid Driver's license and be able to be insured under MIHA insurance.
8. Completion of Criminal background check investigation.
9. Must be able to work irregular hours as needed including nights and weekends.
10. Must have reliable transportation.
11. Must be reliable and dependable.
12. Ability to work with little or no supervision.

**Responsibility for Safety and Health:**

Every employee is responsible for safety and prevention of accidents and injuries.

Successful job performance depends on attention to safety issues.

**If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol and Drug testing any offer of employment will be withdrawn by Maliseet Indian Housing Authority**

Applications are available at Maliseet Indian Housing Authority or Contact the office and we can provide them via email or mail.

**Applications will be accepted until close of business February 12<sup>th</sup>, 2026**

**TO APPLY**

Submit an application to:

Maliseet Indian Housing Authority

Attn: Daniel Devoe

13-1 Clover Ct

Houlton, Maine 04730

**The Maliseet Indian Housing practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an equal opportunity employer.**