

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2015 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
TONI J. MINTON, Secretary
SUSAN J. LAFERNIER, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DON MESSER, JR.
DONALD SHALIFOE, SR.

MAINTENANCE WORKER

Two (2) full-time, non-exempt positions

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Copy of valid, unrestricted Michigan Driver License
- Copy of High School Diploma, GED, or High School Certificate of Completion
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214
- If you are a KBIC member working towards obtaining your GED, you must provide verification

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: January 13, 2016

Closing Date: January 28, 2016 at 4:00 pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

MAINTENANCE WORKER

Two (2) full-time, non-exempt positions

LOCATION:

KBIC Housing Department
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Housing Department Operation Manager

SALARY:

Grade 4 (minimum starting wage = \$11.47/hour)

QUALIFICATIONS:

- High School Diploma, GED, or High School Certificate of Completion.
 - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
 - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- One year general maintenance experience required.
- Must have a valid, unrestricted Michigan driver license and be insurable to drive fleet vehicles.
- Must be knowledgeable about general repairs and daily maintenance of small equipment, vacuums, kitchen appliances and laundry equipment.
- Experience in painting, carpentry, plumbing, air-conditioning, heating, grounds keeping required.
- Must be able to work well in both a team environment and independently.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

ELECTRICAL

- Repairs or replaces worn or frayed cords, plugs and switch plates.
- Replaces all light bulbs, fuses, starters or breaker switches.
- Keeps all exit signs properly lit and free from debris.
- Periodically inspects and tests all fire alarms, sprinklers, smoke detectors, fire extinguishers and other emergency systems and keeps them in optimum condition.
- Maintains outdoor lighting and signs.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

CARPENTRY

- Repairs or replaces windows, doors, molding, trim or sash on premise.
- Repairs or replaces paneling.
- Repairs or replaces hinges, safety chains or locks.
- Replaces all broken windows and mirrors.
- Replaces tile (ceiling or floor) as necessary.
- Makes or replaces lost keys.
- Helps install or replace shelves, security door viewers, coat racks and equipment.

PLUMBING

- Replaces or repairs all faucets, water closets, drains, shower heads and fixtures.
- Replaces all deteriorated water heaters, safety valves and pipefittings on all the water systems.
- Frequently checks all pressure and temperature gauges on hot water systems to see that they are working at proper capacity.
- Unclogs sinks, toilets, and drains using a plunger or other plumbing equipment.

PAINTING

- Does emergency plaster patching and caulking.
- Does touch up painting as required.
- Repairs torn or glues down loose wallpaper.

VENTILATION AND AIR-CONDITIONING

- Cleans air intake vents.
- Replaces hoses, fans, and filters as necessary.
- Maintains Freon levels in all refrigeration and air-conditioning units.

HEATING

- Replaces and inspects filters and fans.
- Replaces heating thermostats and condensers.
- Inspects heating element for proper fire.

GROUNDSKEEPER

- Cuts grass, trims hedges, prunes trees and large shrubs.
- Maintains all lawn mowers and power driver equipment.
- Waters grass, plants and shrubs.
- Shovels sidewalks, salts or sands entrances.

GENERAL MAINTENANCE

- Works with the housekeeping department to see that all reported maintenance problems are repaired as soon as possible.
- Replaces and repairs broken furniture.
- Tacks or glues down torn or loose carpeting.
- Maintains all scrubbers, polishers, vacuums and strippers.
- Keeps accurate records of breakdown time, maintenance work and inventory control.
- Plans for major repairs to be done during slow periods.
- Orders all maintenance parts, supplies and equipment and keeps frequently used items in stock with Managers approval.
- Requests management to arrange all contractual maintenance, waste removal and snow removal as needed.
- Maintains good relations with all other facility departments.
- Practices preventative maintenance on equipment (cleaning, polishing, lubricating, etc.).
- Assists in performing other duties as may be assigned by management.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: January 13, 2016

Closing Date: January 28, 2016 at 4:00 pm

Name: _____

POSITION: **Maintenance Worker**

Please list your specific experience and knowledge in regards to the following qualifications:

Must have a High School Diploma, GED, or High School Certificate of Completion. *This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below. This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).*

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