

KEWEENAW BAY INDIAN COMMUNITY

2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President
EVERETT EKDAHL, JR., Vice President
SAM LOONSFOT, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

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

DOREEN G. BLAKER
SUE ELLEN "SUZIE" ELMBLAD
DALE F. GOODREAU
JEREMY T. HEBERT
RODNEY LOONSFOT
TONY LOONSFOT
TONI J. MINTON

HVAC MECHANIC

Full-time, Non-exempt position

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
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ Minimum of three (3) professional Letters of Recommendation
- ☐ Copy of Certificates, if applicable
- ☐ Copy of valid, unrestricted state driver's license
- ☐ 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 direct descent
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 or 4176 or 4175
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION:

HVAC Mechanic

Full-time, Non-Exempt Position

LOCATION:

Public Works Department
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Public Works Director

SALARY:

Grade 10 (minimum starting wage = \$23.37/hour)

POSITION SUMMARY:

The HVAC Mechanic installs, maintains, repairs, and services heating, ventilation, air conditioning, and refrigeration systems in tribal buildings, facilities, and other properties owned or managed by the Keweenaw Bay Indian Community. The role ensures safe, efficient, compliant, and reliable climate control and air quality systems, supporting KBIC's mission of providing healthy, comfortable, and cost-effective facilities for members and staff.

QUALIFICATIONS:

- Must have a High school diploma or GED and proven experience of 2-5 years working with HVAC systems (installation, maintenance, repair), more than 5 years preferred.
- Knowledge of HVAC, refrigeration, ventilation, ductwork, controls, and associated electrical and plumbing systems.
- Ability to read and interpret technical manuals, blueprints, and schematics.
- Proficient and safe in the use of HVAC hand and power tools.
- Strong HVAC troubleshooting and diagnostic skills.
- Ability to lift and move heavy equipment/parts (e.g., motors, compressors), climb ladders, work in confined spaces, and work in variable environmental conditions.
- Certification in HVAC / Refrigeration (e.g., EPA 608, state licensure).
- Experience with commercial or large institutional systems.
- Familiarity with energy management systems (EMS) / building automation systems (BAS).
- Experience working for/with tribal governments or in rural settings, preferred.
- Able to perform basic Welding or brazing skills as needed.
- Strong understanding of safety protocols and relevant codes (electrical, mechanical, environmental, refrigeration).

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- Excellent problem-solving skills; ability to diagnose issues quickly and make sound recommendations.
- Good communication skills (verbal and written); able to interact with other staff, vendors, and contractors.
- Ability to plan, prioritize, and organize assignments; able to work both independently and as part of a team.
- Commitment to quality workmanship and attention to detail.
- Work is performed indoors in mechanical rooms/facility spaces, and outdoors as needed.
- Exposure to varying temperatures, noise, chemicals (refrigerants), dust, and moving equipment.
- May be required to work evenings, weekends, or be on-call for emergencies.
- Must possess a valid, unrestricted state driver's License, and be insurable to operate KBIC fleet vehicles or personal vehicles during work hours.
- Must obtain a Pre-Service Institute (PSI) Certificate within a year of hire.
- Must be able to work flexible hours.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a security background check, pre-employment drug testing, and a pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to individuals of American Indian descent.

VETERAN PREFERENCE:

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

DUTIES AND RESPONSIBILITIES:

1. Install, troubleshoot, repair, and maintain HVAC units, including boilers, furnaces, chillers, roof-top units, air handlers, split systems, packaged units, refrigeration units, condensers, evaporators, duct systems, and controls.
2. Perform preventive maintenance (PM) on scheduled HVAC equipment: replace filters, belts, bearings; clean coils; calibrate thermostats and sensors; inspect duct work for leaks or damage; ensure air flow and ventilation are optimal.
3. Respond to service calls and emergency breakdowns; diagnose issues via testing and inspection; repair or replace defective parts; shut down or isolate malfunctioning equipment as needed.
4. Maintain compliance with tribal, state, and federal codes regarding HVAC, refrigeration, ventilation, and indoor air quality. Ensure work meets safety codes and regulations (electrical, plumbing, mechanical).
5. Maintain accurate records: work orders, maintenance logs, equipment histories, parts inventories. Suggest upgrades or system modifications to improve efficiency or safety.
6. Coordinate with other maintenance staff, facilities planners, electrical/plumbing technicians, contractors, and vendors as needed.
7. Maintain tools and equipment; keep storage and work areas safe and organized.

8. Participate in inspections, audits, and energy conservation efforts. Recommend energy-saving practices and help implement them.
9. Adhere to safety procedures: lockout/tagout, confined space entry if needed, use of PPE, handling refrigerants in compliance with regulations (e.g. EPA refrigerant handling certification).
10. Attend training(s) as assigned by supervisor.
11. Provides On-Call Services.
12. Perform all other duties as assigned by the supervisor.

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 exclude other duties not mentioned that are similar kind or level difficulty.

Distribution Date: October 10, 2025

Closing Date: October 27, 2025 at 4:00pm

TERO Approved: <u>Debra P. Puccio</u> Reviewed for barriers only! Date: <u>10/10/2025</u>
