

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking
applicants for the following position:

OPENING DATE: February 19, 2021

CLOSING DATE: March 5, 2021

CUSTODIAN/MAINTENANCE (Part-time)

JOB STATUS:

CUSTODIAN/MAINTENANCE

Category: B

Career Field: Maintenance

Pay Range: \$12.15 - \$16.63

Classification: Part-time

LOCATION:

Penobscot Nation

29 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: At least one (1) year previous experience in building maintenance. A High School Diploma or GED and an insurable State of Maine driver's license. Indian Preference will be adhered to in accordance with Penobscot Nation's Personnel Policies and Procedures

-Applications are available at the Human Resources Office located at 27 Wabanaki Way, Suite 204, Indian Island, ME 04468. Applications are available via email request at Human.Resources@penobscotnation.org, or on line at www.penobscotnation.org or call 207-817-7343 to request applications be sent to you.

-Submit completed application on or before closing date to:

Attn: Penobscot Nation Human Resources – Lloyd Bryant

mailing: 12 Wabanaki Way, Indian Island, ME 04468

physical location: 27 Wabanaki Way, Suite 204, Indian Island, ME 04468

For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Custodian/Maintenance

Department: Maintenance

Reports to: Operations Foreman

Rate of Pay/Category: \$12.15- \$16.63 / B

Status/Term: Part-time

Position Type: Part-time

Career Field: Maintenance

Responsibility: To maintain the physical appearance and condition of the Community Building, Human Services, D.E.D., Real Estate buildings at the highest level of cleanliness, sanitation and order.

1. Cleaning of the interior of the buildings (walls, floors, windows, rugs, public facilities and furniture).
2. Maintain equipment for building care.
3. To make the necessary arrangements for exterior care, (mowing, garbage collection, snow removal and general keeping of the grounds).
4. Inventory and control equipment and supplies for building maintenance.
5. Monitor major heating and other resource systems, (lights, water, etc.)
6. To do minor maintenance of facilities, (carpentry, electrical, plumbing)
7. Be able to work after hours/weekends.
8. Operate all forms of equipment needed for building maintenance, (table saw, drills, jig saws).
9. To be able to lift 50 lbs. Or more.
10. To promote safety and improve housekeeping methods.
11. To be able to train another employee.
12. Perform various maintenance tasks, (paint, sand, lock repair ...) and custodial duties with moderate supervision, using practical and technical knowledge of mechanical system.
13. Other duties as assigned by Operations Foreman or Maintenance Director.

Working Conditions: Ability to perform duties both in and outdoors in various weather conditions and exposure to the normal hazards associated with buildings and grounds maintenance. Safety precautions must be maintained at all times to ensure personal safety and safety to others.

Qualifications: At least one (1) year previous experience in building maintenance. A High School Diploma or GED and an insurable State of Maine driver's license. Indian Preference will be adhered to in accordance with Penobscot Nation's Personnel Policies and Procedures.

Full Time – Hourly

Non Standard Work Week

Operations Maintenance Career Field

Category B

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request