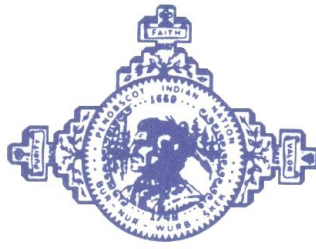


PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



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

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: October 4, 2024

CLOSING DATE: Until Filled

**Housing Department
Custodian/Maintenance Repair**

JOB STATUS:

Custodian/Maintenance Repair
Career Field: Operations Maintenance
Category: C
Pay Range: \$17.12 - \$23.00 per hour
Status/Term: Full Time, Regular

LOCATION:

Penobscot Nation
Housing Department
Classification: Full-time
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

High School Diploma or GED required. Must be able to list 50 lbs. or more. Working knowledge of the methods, practices, and materials used in general maintenance and repair work. Working knowledge of the occupational hazards and safety precautions of grounds maintenance, mechanical repairs, and mowing procedures. Be able to work well with tenants and staff. Recommended (3) years previous experience in building maintenance. Must have an insurable State of Maine driver's license. Native American preference will be adhered to in accordance with Penobscot Nation's Policies and Procedures.

HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7306 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Custodian/Maintenance Repair

Department: Housing Department

Reports To: Maintenance Supervisor

Rate of Pay/Category: \$17.12 - \$23.00 / Operations Maintenance C

Status/Term: Full-Time, Non-Exempt, Regular

JOB SUMMARY:

Performs duties both in and out of doors in various weather conditions and is exposed to hazards associated with general building maintenance. Safety precautions must be observed at all times to ensure personal safety and the safety of others.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Clean the interior of the HD buildings (walls, floors, windows, rugs, public facilities, and furniture).
2. Operate all forms of equipment needed for HD building maintenance (table saws, drills, jigsaws, hand tools, various keeping equipment, etc.).
3. Maintain equipment and machines for HD building care and participate in preventative maintenance schedules.
4. Participate in inventory and control of equipment and supplies for HD building maintenance.
5. Assist in the purchase supplies and equipment for maintenance of HD buildings as directed by Procurement Officer (interior and exterior).
6. Assist in providing exterior care and general upkeep of HD Grounds (mowing, garbage collection, snow removal, etc).
7. Monitor major heating and other resource systems (lights, water).
8. Provide minor maintenance of HD facilities and buildings (carpentry, electrical plumbing, etc.).
9. Participate in the development and maintain maintenance work schedules.
10. Promote safety and improve housekeeping methods.
11. Maintain and promote positive relationships with tenants and staff.
12. Train other employees.
13. Prepare written reports on HD buildings and equipment.
14. Understand and carry out oral and written directives.
15. Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
16. Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
17. Performs other duties as assigned as required.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

High School Diploma or GED required. Must be able to list 50 lbs. or more. Working knowledge of the methods, practices, and materials used in general maintenance and repair work. Working knowledge of the occupational hazards and safety precautions of grounds maintenance, mechanical repairs and mowing procedures. Be able to work well with tenants and staff. Recommended three (3) years previous experience in building maintenance. Must have an insurable State of Maine driver's license. Native American preference will be adhered to in accordance with Penobscot Nation's Policies and Procedures.

LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)
Valid State of Maine driver's license with clean driving record.

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Although work is performed most frequently in a normal office setting, some work may occur in an outdoor setting.

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.