



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Maintenance/EVS Technician - NGLC (Full Time - Regular)

Summary: The position is responsible for the completion of maintenance requests within the NGLC, and for maintaining a safe and properly functioning work environment. The position is also responsible for performing routine and repetitive cleaning activities within the NGLC. This position is 100% funded through Head Start.

Employment Qualifications: A qualified candidate is a minimum of 18 years of age and offers:

- a High School Diploma or GED; and
- a work experience of two (2) or more years, or equivalent combination of work and training, in the maintenance field; and
- a valid Driver's License with the ability to be insured under the Tribe's insurance policy.

(Note: Successful candidate will be responsible for providing their own hand tools)

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: NE5

Hiring Range: \$10.84 - \$13.56

Status: Non- Exempt/Hourly/Bi-weekly Pay

Background Check: Child

Application Instructions:

Obtain an application form and a copy of the position description on the Tribe's website www.lrboi-nsn.gov or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov or jobs@lrboi-nsn.gov.

To apply, please submit completed application, cover letter, resume, and any/all licenses/certifications relevant to this position and a copy Of Valid Michigan Driver License; no later than 5 p.m. on **October 2, 2019 to:**

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

fax: (231) 398-9101; Email: aliciaknapp@lrboi-nsn.gov or jobs@lrboi-nsn.gov.

Incomplete submissions or applications submitted after deadline will not be considered.

Conditions of employment with the Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test, a background investigation, and successfully completing a 90-day introductory period.

For the complete job description or further information, please contact the LRBOI HR Department.

Posted- 09/18/2019

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