



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Maintenance Technician - Housing (FT - Regular)

Summary: The position is responsible for the completion of maintenance work order requests within assigned areas, and for maintaining a safe and properly functioning work environment.

Employment Qualifications: Minimum Necessary Qualifications-

- Applicant is a minimum of 18 years of age; and
- High School Diploma or GED; and
- A work experience of two (2) or more years in the maintenance field; and
- A valid Driver's License with the ability to be insured under the Tribe's insurance policy, and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a Driver's License throughout employment and being insurable under the Tribe's insurance policy.

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

Pay Grade: NE6

Hiring Range: \$15.00 - \$17.74 - Commensurate with Verified Qualifications

Status: Non- Exempt / Hourly/Bi-weekly Pay **Background Check:** Extensive

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: aliciagoff@lrboi-nsn.gov.

To apply, please submit completed application, copies of licensures/certifications, and /or trainings relevant to this position, copy front /back of driver license, cover letter and resume, to:

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

Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov.

Incomplete submissions will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

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

Posted 07/19/2023

Removal 08/01/2023