



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Maintenance Technician - Housing (Part-time)**

**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:** \$11.92 - \$14.92 - 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](http://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](mailto:aliciaknapp@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](mailto: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 08/02/2022

Removal 08/16/2021