

Human Resources Office
Baraga Property
16449 Michigan Avenue
Baraga, MI 49908
Phone: 906-353-4188
Fax: 906-353-8786



Human Resources Office
Marquette Property
105 Acre Trail
Marquette, MI 49855
Phone: 906-249-4200 x204
Fax: 906-249-9610

MAINTENANCE WORKER

Part-time, Non-Exempt Position
Location: Baraga, MI/L'Anse, MI

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION
OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- KBIC Enterprise Job Application**
- Qualification Sheet(s)**
- Resume (optional)**
- Copy of HSD/GED**
- Copy of Valid Driver's License**
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency**
- If you are a Veteran, you must attach a copy of your DD214**

POSTING DATE: April 30, 2019

CLOSING DATE: May 14, 2019
(Or until filled)

PLEASE SUBMIT APPLICATION AND REQUIRED DOCUMENTATION TO:

Human Resources Office (Located in Baraga or Marquette Ojibwa Casino)

Email: HR@ojibwacasino.com

Fax: 906-353-8786

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OJIBWA CASINO POSITION DESCRIPTION

JOB TITLE:	Maintenance Worker	DEPARTMENT:	KBIC Convenience Stores
LOCATION:	Baraga/L'Anse	SUPERVISOR:	Assistant Manager
WAGE:	Grade 4 (Min: \$11.47/hr) Part-time (up to 37 hours/wk) Non-Exempt Position	CLOSING DATE:	May 14, 2019 (Or Until Filled)

The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

POSITION SUMMARY: This position is responsible for general maintenance and repairs for the KBIC Convenience Stores. Some travel between businesses may be required.

QUALIFICATIONS/REQUIREMENTS:

1. High School Diploma, GED or Certificate of Completion is required. *Waived for individuals 55 years of age and above who meet the remainder of the requirements in the job description. This qualification may also be waived for individuals working obtaining their GED who meet the remainder of the qualifications listed. Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to Department Director/Manager and HR Director.*
2. Must be 18 years of age or older.
3. Must possess a valid, unrestricted driver's license and be insurable to operate fleet vehicles.
4. Requires basic knowledge of general repairs and daily maintenance techniques. Previous maintenance work experience is preferred.
5. Must know how to safely operate and use small equipment and power tools.
6. Excellent customer/employee relation skills are required. Must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and mature judgment.
7. Must be able to work independently and in a team environment.
8. Must be willing and able to obtain additional education and training as needed.
9. Must be willing to work nights, weekends and holidays.

DUTIES AND RESPONSIBILITIES:

1. Performs general maintenance duties, including painting and light carpentry work.
2. Performs light maintenance on fuel pumps.
3. Performs necessary outdoor repairs and maintenance for the Convenience Stores (including snow shoveling, lawn care, etc.)
4. Diagnoses and repairs small appliances and mechanical systems.
5. Unloads and stocks merchandise.
6. Performs various cleaning duties.
7. Notifies supervisor of need for major repairs to structures and equipment.
8. Follows work orders and documents all work completed.
9. Performs all other job related duties as assigned.

PHYSICAL REQUIREMENTS:

1. Must be physically mobile and have the ability to stand for long periods of time, walk continuously and sit, bend/stoop, climb ladders, and carry and lift up to seventy (70) pounds unassisted.
2. Employee must pass a pre-employment background clearance, physical, and drug screen.

This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.

APPROVED 04/30/2019

Qualification Sheet

Name: _____

Position: Maintenance Worker (C-Stores)

Please list your specific experience and knowledge in regards to the following qualifications:

1. High School Diploma or GED necessary (Waived for individuals 55 years of age and above who meet the requirements for the position). ***Please attach a copy of your Diploma or GED.***

2. Must possess a valid, unrestricted driver's license and be insurable to operate fleet vehicles.

3. Requires basic knowledge of general repairs and daily maintenance techniques. Previous maintenance work experience is preferred.

4. Must know how to safely operate and use small equipment and power tools.

5. Excellent customer/employee relation skills are required. Must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and mature judgment.

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6. Must be able to work independently and in a team environment.

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