

EMPLOYMENT OPPORTUNITY

HANNAHVILLE INDIAN COMMUNITY
HUMAN RESOURCE DEPARTMENT
N15750 HANNAHVILLE B-1 ROAD
WILSON, MI. 49896

www.hannahville.net/documents

Maintenance & Repair Assistant- This full time position assists in completing routine building operations and maintenance thereof alongside and under the direction of the Maintenance & Repair Manager. Maintain building grounds, including removing snow, sanding and/or salting walkways areas as directed.

QUALIFICATIONS: High school diploma or equivalent. Must possess and maintain a current valid MI. driver's license and meet all insurance carrier requirements. Must have two years documented full time experience in maintenance (other work related work experience may also qualify for consideration). Must have a reliable, insured, personal vehicle available (in the event that a company vehicle is unavailable). Must have a telephone or a reliable message phone. Knowledge of general janitorial practices and safety procedures required. Knowledge of AC/DC circuits, heating/air conditioning trouble shooting and maintenance. AC/DC circuits and heating and air conditioning schematics knowledge desired. Must be able to work a varied shift Monday – Friday as business dictates. The skill and ability to read and interpret, building blue prints and electrical wiring schematics.

WAGE: N4 or dependent upon qualifications.

DEADLINE TO APPLY: **Tuesday, March 11, 2025 AT 4:00 P.M. E.S.T.**

HOW TO APPLY: Mail an original completed “**Application for Employment**” www.hannahville.net/documents to the Human Resource Department in the Tribal Administration building with **copies of driver's license and car insurance** by due date. NO EMAIL OR FAXES.