
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913



JOB DESCRIPTION

POSTED: May 18, 2023

DEADLINE: June 1, 2023

POSITION: LVD Housing Maintenance
DEPARTMENT: LVD Housing
LOCATION: Lac Vieux Desert Reservation, Watersmeet, MI
SUPERVISOR: LVD Maintenance Supervisor
EMPLOYMENT: Full-Time
SALARY/PAY RATE: \$16.00-\$21.00 per hour D.O.E.

DESCRIPTION:

The Lac Vieux Desert Band of Lake Superior Chippewa Indians (“LVD”) is seeking a maintenance Laborer to perform routine maintenance duties including rough carpentry, painting, and basic equipment of facility and snow removal.

RESPONSIBILITIES:

- Assist in completing inspections upon client’s moving in/out of units.
- Must be willing to do all types of household cleaning.
- Responds to work orders.
- Maintain individual client files of work done on units.
- Compile receipts and assemble the billing of work completed.
- Fill out daily work logs.
- Other jobs as assigned by the director.

MINIMUM QUALIFICATIONS:

- Must pass background check.
- Must provide valid driver’s license and insurance.

- Must possess basic carpentry skills.
- Must possess basic knowledge of furnace repair.
- Must possess basic knowledge of roof repair.
- Must be dependable and able to complete work in a professional manner.
- Must be able to finish drywall and paint.
- Must have basic knowledge of plumbing and electrical.
- Must be able to work without supervision.
- Must be able to retain information with confidentiality.
- Must be willing to do all types of household cleaning.

PREFERRED QUALIFICATIONS:

- Outgoing and energetic personality.
- Organized and highly responsible.
- Customer service and building public service relationships.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: 08/03/2021

Sign _____ Date _____

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JOB DESCRIPTION

POSTED: MAY 18, 2023 DEADLINE: JUNE 1, 2023

POSITION: **On-Call LVD Housing Maintenance**

DEPARTMENT: **LVD Housing**

LOCATION: **Lac Vieux Desert Reservation, Watersmeet, MI**

SUPERVISOR: **LVD Housing Director**

EMPLOYMENT: **Part-time**

SALARY/PAY RATE: **\$100.00 Weekly Stipend**

DESCRIPTION:

The On-call LVD Housing Maintenance worker must respond to calls Monday-Friday 3:30 P.M. – 7:00 A.M. CST and Saturday-Sunday 24-7. The on-call Maintenance Worker will perform a variety of maintenance duties including carpentry, electrical, plumbing and heating.

RESPONSIBILITIES:

- Responds to work orders.
- Performs general maintenance and repairs on homes.
- Troubleshoot, diagnose, and perform maintenance and repair needs.
- Maintain individual client files of work done on units.
- Fill out work logs.
- Other jobs as assigned by the director.

MINIMUM QUALIFICATIONS:

- Must pass background check.
- Must provide valid driver's license and insurance.
- Full range knowledge of maintenance of utilities.

- Basic knowledge of carpentry, furnace, and roof repair.
- Must be dependable and able to complete work in a professional manner.
- Basic knowledge of plumbing and electrical.
- Must be able to work without supervision.
- Must be able to retain information with confidentiality.
- Must be willing to do all types of household cleaning.

PHYSICAL REQUIREMENTS:

- Must be able to work outside in a wide range of weather conditions and during all seasons.
- Ability to lift, carry, push, or pull object that weigh up to 100 pounds.
- Ability to withstand prolonged exposure to sunlight.
- Ability to stand, sit, and walk for long periods of time as well as bending, lifting, stooping, twisting, and reaching.

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Date Approved by the Tribal Council: October 6, 2020

Lac Vieux Desert Band of Lake Superior Chippewa Indians
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