
POSITION DESCRIPTION

POSITION: WIOA MAINTENANCE WORKER **LICENSED:** No

DEPARTMENT: Tribal Maintenance **GRADE:** 6 \$12.45/hr.

REPORTS TO: Maintenance Manager **STATUS:** Non-Exempt

(Temporary Position; must meet income guidelines; must be an enrolled member of the Bay Mills Indian Community)

**Workforce Innovation and Opportunity Act Program
(WIOA)**

INCOME GUIDELINES

Poverty Guidelines/Standard Income Levels

Family Size	Income
1	11,770
2	15,930
3	20,090
4	24,250
5	28,410
6	32,570
7	36,730
8	40,890

Add \$4,160.00 for each additional Family Member with more than 8

POSITION SUMMARY:

Under the general direction of the Maintenance Manager, the maintenance worker will perform various duties to assist Tribal elder's 55 years or older and/or physically disabled individuals that have limitations in fulfilling basic daily living activities.

ESSENTIAL FUNCTIONS:

Duties that may be assigned within the scope and complexity of this position's essential functions include:

1. Wall or ceiling painting, when warranted, both inside and the exterior of the home.
2. Performing yard maintenance, including mowing, raking, and clearing hazardous debris such as fallen branches and trees, or general pick-up of small debris.
3. Snow shoveling or plowing of walkways, driveways or roofs.
4. Garbage removal and/or transport to dumpsters.
5. Moving heavy items or furniture as necessary to provide safe access and better mobility of the individual.
6. Delivery of meals.
7. Other duties as assigned
8. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Director.

PHYSICAL REQUIREMENTS:

While performing the duties of the job, the employee is frequently required to bend, squat, reach above shoulder level, and lift, push or pull up to 50 pounds. Occasionally, the employee must crouch, kneel, lift, push or pull up to 75 pounds. The individual needs the strength and stamina to perform both routine and heavy household and yard cleaning tasks.

POSITION REQUIREMENTS:

1. Must possess a high school diploma or equivalent.
2. Must be able to work flexible hours.
3. Must have a valid driver's license with an excellent driving record and insurable to drive without restrictions.
4. Must have own transportation to and from clients homes.
5. Must have excellent interpersonal skills and a friendly personality.
6. Must have demonstrated the ability to get along with others.
7. Must have excellent past work history and attendance record.
8. Will be subject to a full background check and screenings.
9. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Must be an enrolled Bay Mills Tribal Member

CLOSING DATE: December 2, 2021 (4:30pm)

APPLY TO: Send Resume and/or Application to:

Heather Lyons; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive

Brimley, MI 49715
906-248-8521

Subject: WIOA Maintenance Worker
hrleapley@baymills.org