

 Waabigwan Mashkiki, LLC WAABIGWAN • MASHKIKI •	Position Code:	Classification: Non-Exempt
	Position Description	
Position Title: Maintenance Tech	Safety Sensitive: Yes	
Department: Maintenance	Reports To: Maintenance Manager	
Revision Date: 7/18/24		
Division: Waabigwan Mashkiki, LLC		
Position Summary		
<p>This position is required to perform maintenance duties throughout the building and grounds in order to maintain a smoothly running cannabis operation. Applicant must be able to work efficiently and quickly in a busy, demanding, and always changing environment.</p>		
Essential Duties & Responsibilities		
<p>The following are included; other duties may be assigned:</p> <ul style="list-style-type: none"> • Assisting the Maintenance Manager in repairs and maintenance upkeep on the building and all machinery throughout the facility and grounds that do not require a specialist to repair. • Assists custodian to ensure all hallways, lobbies, rest rooms, corridors, offices, storage area, locker rooms and all other work areas are kept clean and free of debris. • Landscaping and parking lot maintenance as needed. • Notifies management concerning need for damages or repairs to building or equipment. 		
Competencies		
<p>To perform the job successfully, an individual should demonstrate the following competencies:</p> <ul style="list-style-type: none"> • Job Knowledge – Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively. • Communications – Exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods. • Ethics – Treats people with respect; keeps commitments; works with integrity and principles; upholds organizational values. • Organizational Support – Follows policies and procedures; supports organization's goals and values; supports affirmative action and respects diversity. • Adaptability - Able to deal with frequent change, delays, or unexpected events. • Planning/Organizing – Prioritizes and plans work activities; uses time efficiently. • Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly. 		

Position Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

- At least 2 years of experience in the maintenance field.

Knowledge & Skills**Language Skills**

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

Other Requirements

- Possess valid driver's license, Tribal or State ID
- Must be twenty-one (21) years or older.
- Able to pass background check and drug screening.
- Able to maintain strict confidentiality.
- No felony drug convictions within the previous ten (10) years.
- Must fully meet the licensing requirements of the White Earth Medical Cannabis Control Board and be licensed to dispense medical cannabis according to the rules and regulations promulgated by the White Earth Medical Cannabis Control Board, in accordance to the White Earth Medicinal Cannabis Code.
- EEO with Native American Preference.
- A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment. Background Checks performed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms.
- The employee is frequently required to stoop, kneel, crouch, or crawl and talk or hear.
- The employee is occasionally required to sit; climb or balance and taste or smell.
- The employee must regularly lift and/or move up to 10 pounds,
- Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places and toxic or caustic chemicals. The noise level in the work environment is usually moderate.