

Office of the Chief and Council

Kirk E. Francis
Chief

Mark Sockbeson
Vice-Chief



**Penobscot Nation
Human Resources**
27 Wabanaki Way
Indian Island, Maine 04468
Phone: (207) 817-7306
Fax: (207) 817-7463

JOB ANNOUNCEMENT

Opening Date: April 24, 2026

Closing Date: May 8, 2026

Position: Custodian/Maintenance Repairer

Department: Housing Department

Reports To: Maintenance Project and Procurement Manager

Pay Range: \$18.16 - \$24.43

Status/Term: Full-time, Non-Exempt, Hourly

Location: 12 Wabanaki Way. Indian Island, ME 04468

Job Summary:

The Penobscot Nation is seeking a dependable Custodian/Maintenance Repairer who performs duties both in and out of doors in various weather conditions and is exposed to hazards associated with general building maintenance. Safety precautions must be observed at all times to ensure personal safety and the safety of others.

Qualifications Required:

- High School Diploma or GED required.
- Must be able to lift 50 lbs. or more.
- Working knowledge of the methods, practices, and materials used in general maintenance and repair work.
- Working knowledge of the occupational hazards and safety precautions of grounds maintenance, mechanical repairs, and mowing procedures.
- Be able to work well with tenants and staff.

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- Recommended (3) years previous experience in building maintenance.
- Must have an insurable State of Maine driver's license.
- Native American preference will be adhered to in accordance with Penobscot Nation's Policies and Procedures.

Essential Duties/Responsibilities:

- Clean the interior of the HD buildings (walls, floors, windows, rugs, public facilities, and furniture).
- Operate all forms of equipment needed for HD building maintenance (table saws, drills, jigsaws, hand tools, various keeping equipment, etc.).
- Maintain equipment and machines for HD building care and participate in preventative maintenance schedules.
- Participate in inventory and control of equipment and supplies for HD building maintenance.
- Assist in the purchase supplies and equipment for maintenance of HD buildings as directed by Procurement Officer (interior and exterior).
- Assist in providing exterior care and general upkeep of HD Grounds (mowing, garbage collection, snow removal, etc).
- Monitor major heating and other resource systems (lights, water).
- Provide minor maintenance of HD facilities and buildings (carpentry, electrical plumbing, etc.).
- Participate in the development and maintain maintenance work schedules.
- Promote safety and improve housekeeping methods.
- Maintain and promote positive relationships with tenants and staff.
- Train other employees.
- Prepare written reports on HD buildings and equipment.
- Understand and carry out oral and written directives.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- Performs other duties as assigned as required.

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Physical Demands/Conditions/Requirements:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Although work is performed most frequently in a normal office setting, some work may occur in an outdoor setting.

How to Apply:

- Applications are available at the Human Resources Office or the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications can also be downloaded at www.penobscotnation.org.
- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>.
- Submit completed applications and résumés along with certifications to Human.Resources@penobscotnation.org.
- For additional information, call (207) 817-7312 or email Human.Resources@penobscotnation.org.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation, to be determined by management on an individual basis upon request.

For more information, please contact Human Resources at (207)817-7312.