

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
(906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903 Fax:
Fax: (906) 524-8420

KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

Facilities Maintenance Worker

1 Part-Time, non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICATION WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Complete Keweenaw Bay Ojibwa Community College Application
- ☐ Copy of High School Diploma, GED, or High School Certification of Completion
- ☐ Copy of Unofficial College transcripts (if applicable)
- ☐ Three Letters of Recommendation
- ☐ Copy of Driver's License
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD21

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
Phone: 906-524-8402
OR email hr@kbocc.edu with all documentation

Official KBOCC applications on our website:
<http://www.kbocc.edu/employment/>

Keweenaw Bay Ojibwa Community College does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, Individuals of Indian Ancestry and Veterans will be given preference by law.

Wabanung Campus
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KBOCC Mission Statement: Formed out of our American Indian identity, the mission of the Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition, and beliefs that supports lifelong learning.

JOB DESCRIPTION

POSITION: Facilities Maintenance Worker (Part time – up to 29 hours/week)

DEPARTMENT: Land Grant Department

SUPERVISORY CONTROL: Land Grant Director

SALARY: Grade 8 (\$13.90-\$20.85 depending on experience)

LOCATION: KBOCC Arts & Agriculture Center
15211 Pelkie Rd, Pelkie, MI 49958

SUMMARY:

This position is responsible for the upkeep, cleanliness, and maintenance of the KBOCC Arts & Agriculture Building and surrounding grounds. Duties include lawn care, snow removal, general building maintenance, and housekeeping tasks to ensure a safe, clean, and welcoming environment for students, staff, and community members.

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- Two years of maintenance, handyman, or groundskeeping experience preferred.
- Must have a valid driver's license, good driving record, and be insurable.
- Ability to operate and maintain lawn care and snow removal equipment.
- Basic knowledge of carpentry, plumbing, painting, and minor electrical repairs.
- Must be able to lift 50 lbs. and perform physical labor in all weather conditions.
- Must maintain good attendance and the ability to work independently and as part of a team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Mow, trim, and maintain lawns, gardens, and landscaped areas.
- Perform snow removal and apply salt/sand to sidewalks, entrances, and parking areas.
- Conduct light carpentry, painting, and repair work on building interiors and exteriors.
- Perform minor plumbing and electrical maintenance (basic troubleshooting, repair, or reporting).
- Clean and maintain floors, restrooms, classrooms, and common spaces.

- Remove trash and recycling; coordinate waste disposal.
- Assist with event setup and takedown (tables, chairs, equipment).
- Maintain supply and equipment inventory; ensure equipment is in safe working order.
- Report safety concerns, hazards, or needed repairs to supervisor.
- Other duties as assigned by supervisor.

PRE-EMPLOYMENT TEST:

Employment is contingent upon the satisfactory result of a Security Background Check, DHS Clearance, pre-employment drug testing and pre-employment physical.

Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

- | | |
|--------------------------------|---------------------------------------|
| • Crimes of violence | • Crimes against persons |
| • Sexual assault | • Offenses committed against children |
| • Exploitation | • Child abuse or neglect |
| • Contact with or prostitution | • Molestation |

INDIAN PREFERENCE:

Preference will be given to qualified individuals of Native American descent.

VETERAN PREFERENCE:

Preference will be given to qualified veterans (DD214 required).

APPLICATION PROCEDURE: Submit an official KBOCC application, cover letter, resume, three current letters of reference, and official transcripts/certifications to:

Keweenaw Bay Ojibwa Community College
Attn: Human Resources
770 N. Main St.
L'Anse, MI 49946
Or email to: hr@kbocc.com

Official KBOCC applications can be found on our website: www.kbocc.edu/employment/

Closing Date: Internal until August 28, 2025 @ 4pm – Open until filled

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.