

We're Hiring

MAINTENANCE LABORER

Wolf River Development Company

First Posting: Enrolled Menominee Tribal Members Only.

Closing Date: March 31, 2026

Minimum Pay Rate: \$17.00

Status: Regular Part-Time

General Overview of Job

Under the supervision of the Maintenance Supervisor, the Maintenance Laborer ensures facility grounds are clean, safe, and well-maintained. This role includes performing daily upkeep tasks, assisting with basic repairs, and maintaining buildings and outdoor areas in an orderly and operational condition.

Essential Functions

- Maintain facilities grounds are cleaned daily; sweep lots and sidewalks, lawn care, emptying garbage bins, picking up garbage on facilities designated areas, trim trees or bushes if needed, ensuring facilities continued operations.
- Maintain facilities grounds removing ice and snow from all sidewalks and parking lots immediately following snowfall to ensure continued operations.
- Assist with basic plumbing, electrical and carpentry work.
- Clean and remove debris outside and inside carwash.
- Moving office equipment and furniture as needed.
- Inspect building and equipment for damage or needed repair.
- Perform routine vehicle inspection, including cleanliness inside and outside.
- Assist Primal Wood Productions (PWP) when needed.
- Operate specialized equipment (bobcat, plow truck, etc.)
- Properly dispose of all waste material as needed.
- Perform other duties as directed.

Minimum Qualifications

High School diploma or GED required; including one (1) year of experience and/or training involving the maintenance field; or an equivalent combination of education, training, and experience.

Other Skills, Knowledge, Abilities

- Must be able to work flexible hours including evenings, weekends and on-call when needed.
- Availability to respond to after-hours emergencies and perform urgent repairs to ensure continuous facility operations.
- Must have a valid driver's license past three years.
- Strong mechanical abilities to perform basic repairs.
- Must be able to lift heavy, carry, and move object (50lbs or more).
- Physical capability to perform tasks including standing, walking, bending, kneeling, and climbing ladders for extended periods.
- Ability to work independently with minimal supervision as well as part of a team.
- Basic knowledge of maintenance practices, tools, and safety procedures.
- Ability to prioritize tasks and respond effectively in urgent situations.



Part-Time Benefits:

- Paid Time Off (PTO)
- 401(k) Retirement Plan
- Flex Spending Account (FSA)
- Career Growth Opportunities
- Excellent Work Atmosphere

Apply:

Applications can be submitted through the online application portal or by emailing HR@wolfriverdev.com to request a paper application.

 www.wolfriverdevelopment.com

 W2828 Go Around Road, Keshena WI
Administration Offices - Third Floor



WOLF RIVER
DEVELOPMENT COMPANY

Mission: To assertively build an expanded array of opportunities for the Menominee Nation by staying competitive in tomorrow's world.

Vision: To develop opportunities through sustainable profits.