



Position Title: Maintenance Technician – 1st Shift	Reports to: Facility Director
Department: Campus Support	FLSA Status: Non-Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 37-3019	Last Updated: 5/1/2026
Home Campus: Keshena Campus	Posting Status: First Posting – Enrolled Menominee
Grant Funded: Not Grant Funded	Application Deadline: 05/12/2026 at 4:30 P.M.

Position Summary: The essential function of the maintenance technician is to ensure a safe, secure, and pleasant interior and exterior environment of the College of Menominee Nation students, faculty, administrators, staff, and visitors and guest. By managing and protecting CMN property. Must be knowledgeable in the overall electrical, heating, and cooling system, will be required to operate medium/heavy operation machinery for groundskeeping, and security for the preservation of CMN facilities during work and class hours, which may vary at times based on departmental and campus needs.

Position Responsibilities & Duties:

A. Maintenance Technician (50%)

- Develop annual plans and scheduling for light fixtures, flooring and carpet maintenance and facilities operational equipment
- Operate snow plowing and other heavy equipment as directed
- Perform room setup and furniture movement as scheduled
- Perform mail run and other transportation services as requested
- Maintain clear and unobstructed entrances for all buildings and facilities
- Perform minor repairs and replacement of plumbing and/or electrical equipment and fixtures
- Maintain inventory records and ensure security and tracking of supplies and equipment
- Maintain campus preservation of interior and exterior surfaces; reporting potentially unsafe/hazardous conditions

B. Groundskeeper (25%)

- Conduct brush and snow removal, raking, seeding and other grounds maintenance activities
- Maintain safety, security and working order of lawn and gardening equipment and supplies
- Maintain campus ground with litter and trash removal

C. Security (25%)

- Perform regular patrol of campus and facilities to ensure security and visibility
- Participate in the advancement of safety and security procedures
- Respond to safety and security alarms when contacted by telephone/text/email
- Participate in emergency responses for persons and campus property
- Provide limited staff/student/visitor campus escort services as requested
- Prepare and maintain regular accurate incident and security reports

- Serve on campus Emergency Response Team, maintaining CPR and First Aid Certifications
- Other duties as assigned.

Minimum 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 essential functions.

- Possess a high school diploma or GED
- Must have minimum of 2 years' experience in one or more of the trades including, electrical, plumbing, carpentry, and HVAC
- Minimum of 1-year experience in operating heavy equipment, including skid-steers, v-plows, tractors, etc.
- Must be able to perform each essential function satisfactorily, must be consistent and on time for work.
- Must have reliable means of transportation and communication (i.e. phone, cell phone)
- Must have current Wisconsin Driver License, provide proof of liability insurance, and be approved for the MITW drivers list.
- Ability and willingness to be on-call to respond to off-hour emergencies

Desired Qualification:

The desired candidate will have at least two years of experience in security or public safety Trainings - First Aid and CPR and related emergency response techniques

Reporting to this Position: Facility Director

Physical Demands & Work Environment:

- Physical demands are classified as Moderate - lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.
- Requires physical ability and stamina (i.e., to stand for prolonged periods, climb stairs, be outside in inclement weather.) to perform the essential functions of the job.

Work 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.

-Performs maintenance Functions - Frequently

-Exposure to office/class room environment - Occasionally -

Exposure to shop or maintenance environment - Frequently

Tools & Equipment Used: Computer, phone, fax, email. Medium to heavy machinery, electrical and plumbing tools, snow-plow, tractors, basic hand tools (hammer, screw drivers, etc.)

		1-33%	34-65%	67-100%			1-33%	34-65%	66-100%
		of time	of time	of time			of time	of time	of time
Activity	Never	Occasional	Frequent	Constant	Activity	Never	Occasional	Frequent	Constant
Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lift/Carry				
Squat/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twist/Turn	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-30 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	51-75 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling/Fingering	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	76-100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Push / Pull				
Repetitive Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26-40 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41-70 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Activities					71-100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Control-L&R	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tools				
Foot Control-L&R	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Small Hand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Type/Keyboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful Grip	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. I have read and understand the expectations and physical requirements of this job description.

Print Name: _____

Date: _____

Signature

The above noted position description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.