
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913



POSTED: February 5th, 2026

DEADLINE: February 19th, 2026

JOB DESCRIPTION

POSITION: Housing Maintenance Supervisor

DEPARTMENT: Housing

SUPERVISOR: Director of Housing

LOCATION: Lac Vieux Desert Reservation

EMPLOYMENT: Full-Time

SALARY: \$22.00-\$32.00/Hour

DESCRIPTION:

The Housing Maintenance Supervisor is responsible for planning, managing, and coordinating a wide variety of maintenance projects. The Housing Maintenance Supervisor will oversee all Tribal and Housing and must ensure all equipment, buildings, and grounds provide a safe and functional environment. The Housing Maintenance Supervisor is responsible for providing direction to the Housing Maintenance team and must ensure preventative maintenance issues, by performing routine inspections.

RESPONSIBILITIES:

- Provide exceptional customer service to all clients and communicate in a pleasant, friendly, and professional manner.
- Plan, direct, and evaluate all phases of maintenance (scheduled and unscheduled)
- Maintain records and adequacy of routine inspections with written policies and procedures for preventative and compliance measures. All preventative maintenance must include projected replacement dates and/or estimated costs.
- Ensure operation of all housing maintenance and structures (interior and exterior) including, but not limited to: equipment, grounds, roof, gutters, walls, siding, ceiling, flooring, foundations, footings, fascia, doors, windows, locking mechanisms, lights, landscape, trees, shrubs, parking lots, sidewalks, etc.
- Develop long and short-term plans/goals for housing maintenance in coordination with Management.
- Supervise Housing Maintenance team including but not limited to enforcing all relevant policies and procedures, training, scheduling, disciplinary action, performance plans, evaluations, approval of leave requests, etc.
- Contact other departments or businesses for housing orders and unresolved repairs.

- Develop/revise housing policies and procedures for overall routine preventative maintenance.
- Coordinate pre and post planning housing projects with Housing Director to develop departmental budgets and ensure timely completion.
- Develops spreadsheets to inspect existing housing, equipment conditions, identifies deficiencies, and develop/maintain replacement plans.
- Endure adherence to all applicable safety and compliance standards as well as applicable laws, codes, and regulations.
- Ensures all company equipment and property is maintained, operational, and in safe working order as well as maintaining the Housing Department areas are kept in neat condition.
- Make sound recommendations to resolve complex maintenance issues.
- Communicate potential safety hazards and ensure the use of all applicable safety precautions in all work areas.
- Utilizes computer software to track monitor and maintain status of work orders, projects, actual costs, labor hours, materials, equipment run time, preventative maintenance schedules, utilities, and inventory.
- Inspects projects to ensure all work is performed according to plan.
- Documents projects and attends meetings as necessary to keep projects on schedule; completes projects within budget and on schedule.
- Coordinate with Department Managers to ensure and maintain an understanding of the Housings needs.
- Prepares monthly reports; attend meetings, training/certifications, and conferences as directed by the Housing Director.

MINIMUM QUALIFICATIONS:

- High School diploma or GED equivalent.
- Three (3) years of supervisory experience.
- Full range knowledge of maintenance of utilities and facilities.
- Knowledge of construction, plumbing, heating, air conditioning, and electrical.
- Extensive knowledge of equipment used in mechanical, electrical and construction repair techniques.
- Ability to work with mathematical concepts such as probability and statistical inference, geometry, and apply concepts such as fractions, percentages, ratios and proportion to practical situations.
- Ability to read and work from drawings and sketches to instruct maintenance personnel.
- Must pass background checks and other pre-employment screenings.

Physical Requirements:

- Must be able to work outside in a wide range of weather conditions and during all seasons.
- Ability to lift, carry, push or pull object that weigh up to 100 pounds.
- Ability to withstand prolonged exposure to sunlight.
- Ability to stand, sit, and walk for long periods of time as well as bending, lifting, stooping, twisting, and reaching.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- **Enrolled LVD Tribal Member**
- **Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members**
- **Other Native Americans**
- **All Others**

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position

Date Approved by the Tribal Council: August 3, 2021

Lac Vieux Desert Band of Lake Superior Chippewa Indians

Human Resources Department

P.O. Box 129, N5384 US 45

Watersmeet, MI 49969

Email: hr@lvdcasino.com

Website: <http://www.lvdcasino.com/Content/Careers.cfm>

Phone: 906-358-4226 Ext. 7318

Fax: 906-358-4913

Sign _____ Date _____