

We're Hiring

MAINTENANCE LABORER

Wolf River Development Company

First Posting: Enrolled Menominee Tribal Members Only.

Closing Date: October 9, 2026

Minimum Pay Rate: \$17.00

Status: Regular Full-Time

General Overview of Job

Under the supervision of the Maintenance Manager, the Maintenance Laborer helps maintain WRDC facilities, grounds, and equipment in a clean, safe, orderly, and operational condition. This position performs daily facility upkeep, grounds maintenance, basic repairs, cleaning, and general maintenance tasks while assisting with the overall care and maintenance of all WRDC buildings.

Essential Functions

- Maintain WRDC facilities and grounds in a clean, safe, orderly, and well-maintained condition, including sweeping parking lots and sidewalks, lawn care, emptying garbage bins, picking up litter in designated areas, and trimming trees and bushes as needed.
- Remove ice and snow from sidewalks, entrances, and parking lots immediately following snowfall to help ensure safe access and continued facility operations.
- Assist with basic plumbing, electrical, carpentry, and general maintenance tasks.
- Clean and remove debris from the interior and exterior of the car wash.
- Move office equipment, furniture, and other items as needed.
- Inspect buildings, grounds, vehicles, and equipment for damage, maintenance needs, or necessary repairs and report concerns to the Maintenance Manager.
- Perform routine vehicle inspections and maintain vehicle cleanliness, both inside and outside.
- Assist Primal Wood Productions (PWP) with maintenance and other tasks as needed.
- Operate specialized maintenance equipment, including a Bobcat, plow truck, and other equipment as trained.
- Properly collect, handle, and dispose of waste materials in accordance with WRDC procedures.
- Perform other maintenance and related duties as assigned or directed by the Maintenance Manager.

Minimum Qualifications

High school diploma or GED required, with at least one (1) year of experience and/or training in maintenance or a related field; or an equivalent combination of education, training, and experience.

Other Skills, Knowledge, Abilities

- Must be 21 years of age or older.
- Must have a valid driver's license and at least five (5) years of driving experience.
- Must be able to work flexible hours, including evenings, weekends, holidays, and on-call hours as needed.
- Must be available to respond to after-hours emergencies and perform urgent repairs to help ensure continuous facility operations.
- Strong mechanical aptitude and ability to perform basic repairs and maintenance.
- Must be able to lift, carry, and move objects weighing 50 pounds or more.
- Must be physically able to perform tasks requiring extended periods of standing, walking, bending, kneeling, climbing ladders, and working in various environments.
- Ability to work independently with minimal supervision and effectively as part of a team.
- Basic knowledge of maintenance practices, tools, equipment, and safety procedures.
- Ability to prioritize tasks and respond effectively to urgent and emergency situations.



Part-Time Benefits:

- Paid Time Off (PTO)
- 401(k) Retirement Plan
- Health, Rx, Vision & Dental
- Flex Spending Account (FSA)
- Basic Life Insurance
- Short Term Disability
- Long Term Disability
- 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 create a thriving economic force with unlimited potential.

Vision: Wolf River Development Company cultivates economic success for all generations of the Menominee Nation.

Values: Innovation with Purpose, Community Connected, Leading with Integrity and Intentional Growth.