



Little River Holdings, LLC

Home Office:
2608 Government Center Drive
Manistee, MI 49660
231-299-1295
www.lrhedc.com

Entity: **Ajijaak**
Location: **Manistee, Michigan**
Position: **Director of Facilities**

Ajijaak

Ajijaak is a renewable energy subsidiary focused on the full lifecycle of solar energy systems, including solar panel recycling, solar panel manufacturing, and solar panel installation. Ajijaak exists to advance energy independence, environmental stewardship, and long-term economic sustainability through innovative and scalable solar solutions.

Job Summary

The Director of Facilities is responsible for the strategic oversight, operation, maintenance, safety, and continuous improvement of Ajijaak's solar panel manufacturing facility and related infrastructure. This role ensures that all buildings, utilities, equipment support systems, and site services operate reliably, efficiently, and in full compliance with regulatory, safety, and environmental requirements.

The Director of Facilities partners closely with Manufacturing, Recycling, EHS, Quality, Supply Chain, and Executive Leadership to support production uptime, scalability, and long-term capital planning.

Essential Duties

The following is not an exhaustive list of duties. It represents a sample of essential work. The list of duties may change at any time with or without notice at the sole discretion of Little River Holdings.

1. Full leadership and decision-making responsibility for assigned departments, teams and positions as indicated by the organizational chart, including but not limited to recruiting, training, development, mentoring, engagement, work assignments, performance management, measurable results, rewards, disciplinary action, timekeeping. Make employment decisions with assigned staff.
2. Uphold the Seven Grandfather teachings and promote an organizational culture that integrates tribal identity, values, and customs.
3. Establish a culture of safety, accountability, preventive maintenance, and operational excellence within all facilities functions.
4. Collaborate with senior leadership to align facilities strategy with production plans, growth objectives, and capital investments.
5. Direct all aspects of facility operations, including buildings, utilities, HVAC, electrical systems, compressed air, water, wastewater, fire protection, and site infrastructure.



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6. Ensure manufacturing plant readiness to support production demands, quality standards, and capacity expansion.
 7. Develop and maintain preventive and predictive maintenance programs to minimize downtime and extend asset life.
 8. Oversee vendor relationships, service contracts, and contractors supporting facility operations.
 9. Lead facilities-related capital planning, budgeting, and execution, including expansions, retrofits, equipment installations, and infrastructure upgrades.
 10. Manage facility projects from concept through completion, ensuring adherence to scope, timelines, budgets, and safety requirements.
 11. Ensure compliance with Tribal, federal, and state statutory and regulatory requirements applicable to tribally owned entities; maintain appropriate internal controls, and risk management processes.
 12. Ensure facilities support compliance with environmental permits, waste handling, emissions controls, and recycling requirements relevant to solar manufacturing.
 13. Manage budgets and resources; identify and implement cost controls and process improvements.
 14. Establish, monitor, and improve entity Key Performance Indicators (KPI) to assess performance. Use data-driven insights to refine strategies and improve outcomes.
 15. Identify and implement process improvements.
 16. Travel to vendors, training, conferences, or other Ajijaak locations as required.
 17. All other duties as assigned.

Minimum Necessary Qualifications

Candidates must meet the following requirements, as demonstrated through past employment, education, testing, or a combination thereof:

1. Bachelor's degree in a related field such as business, engineering, or renewable energy. Ten (10) or more years of essential duty experience in lieu of education may be accepted at the sole discretion of Little River Holdings.
2. Ten (10) years of progressive facilities or plant operations experience in a manufacturing or industrial environment.
3. Minimum five (5) years of leadership experience overseeing facilities, maintenance, or plant services teams.
4. Demonstrated experience with tribal enterprises, government contracting, or federal programs.
5. Demonstrated success in KPI-driven performance management.
6. Certifications/Licenses:
 - o Valid Driver's License
7. Ability to:



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- Read, analyze, and interpret complex technical documents, drawings, regulations, and contracts.
 - Author and implement maintenance procedures, safety plans, and operational documentation.
 - Present clearly to executives, regulators, contractors, and team members.
 - Solve complex facilities and infrastructure challenges with sound judgment.
 - Prioritize competing demands in a fast-paced manufacturing environment.
 - Author and interpret instructions furnished in written, oral, diagram, or scheduled form.
8. Demonstrated successful:
- Interpersonal and communications skills, both oral and written.
 - Facilities leadership and team development.
 - Preventive and predictive maintenance program execution.
 - Capital project management.
 - Regulatory compliance and audit readiness.
 - Root cause analysis and continuous improvement.
 - Supporting manufacturing uptime and scalability.

Physical and Environmental Conditions

1. Primarily works in an industrial manufacturing environment with office responsibilities.
2. Frequent walking, standing, and inspection activities throughout the facility.
3. Occasional lifting up to 25 pounds.
4. Exposure to manufacturing noise, equipment, and varying temperatures with appropriate PPE.
5. Must be physically qualified to hold a valid Driver's License.
6. Ability to read, write, speak, and comprehend English.
7. Sight, hearing, speaking, and cognitive abilities consistent with senior operational leadership responsibilities.

Indian Preference applies in accordance with Ordinance #15-600-02

Hiring Salary Range: Negotiable and Commensurate with Verified Qualifications

FLSA Status: Exempt

Pay Schedule: Bi-Weekly

Background Check: Extensive



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To Apply: Please submit completed resume, cover letter, education transcripts, portfolio demonstrating past experience, any/all licensure(s) and/or certifications required/relevant for the position, front and back copies of a valid Tribal ID (if applicable) to the following email address: careers@lrhdc.com

Conditions of employment with Little River Holdings includes superior performance in the selection process at the sole discretion of Little River Holdings, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, reference checks and previous work history, passing post-offer drug tests and background checks, possession of valid required documents such as a Driver's License throughout employment, being insurable under the Tribal insurance policy, and successfully completing a ninety (90) day introductory period.