



Tribal Personnel Department

**JOB ANNOUNCEMENT**  
**REPOST**

**JOB TITLE: Auto Service Technician**

**SUPERVISOR:** Tribal Roads  
**POST DATE:** 08/25/2021  
**CLOSING DATE:** Open until filled

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**General Descriptions:** Perform work in the diagnostic, overhaul, adjustment, repair, and maintenance of vehicles and equipment for the Tribe's Fleet and Auto Maintenance Program; complete metal fabrication and repairs as needed. Is responsible for the full range of automotive maintenance and repair needed by inspecting automotive, bus, trucks, and/or heavy equipment to determine necessary corrective action.

**Qualifications:** Graduation from high school, supplemented by completion of a Union, private (in-house), military, or trade school apprenticeship program that includes theory and on-the-job work.

**Salary:** \$15.00 – \$20.00 per hour.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band**  
**of Lake Superior Chippewa Indians**

P.O. Box 67 • Lac du Flambeau, Wisconsin 54538 • (715) 588-3303 • Fax (715) 588-9131

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Automotive Service Technician

**B. DEPARTMENT:** Tribal Roads

**C. SUPERVISOR'S TITLE:** Tribal Roads Manager

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to perform work in the diagnostic, overhaul, adjustment, repair and maintenance of vehicles and equipment; complete metal fabrication and repairs as needed. Is responsible for the full range of automotive maintenance and repair needed by inspecting automotive, bus, trucks, and/or heavy equipment to determine necessary corrective action.

1. Perform complex diagnostic procedures on all vehicle systems
2. Determine & perform appropriate maintenance and repairs;
3. Effectively use hand tools and automotive diagnostic equipment;
4. Interpret manufacturers' specifications;
5. Generate and keep mandated computer records and files;
6. Inspect completed work for conformance with specifications,
7. Perform heavy physical labor;
8. Performs tune ups, brake jobs and other preventative maintenance on cars, trucks, buses, and other powered rolling equipment; replaces common parts and make adjustments.
9. Repairs mowers, tractors, and other small engines.
10. Designs, welds, and fabricates steel, aluminum and stainless-steel fabricated projects
11. Wears required PPE when required.
12. Follows all rules & regulations concerning hazmat storage & disposal
13. May train and direct the work of other staff in the area.
14. Assists and serves as back up to other department employees.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with all Tribal departments and programs.
2. **External:** Daily contact with customers and vendors.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Minimal supervision from Tribal Roads Management.

**H. EDUCATION:** High school diploma or equivalent is required. Must have completed a minimal Associate (2-year) college level courses, union, private, military or apprenticeship/certification program that includes theory and on-the-job work in Auto Mechanics.

**I. EXPERIENCE:** Minimum of 5 years. ASE certification preferred.

**J. SKILLS:** Thorough knowledge of the theory and complexities of automotive technology, care and operation of internal combustion engines as well as electric hybrids, current repair methods, materials and tools; applicable state and federal requirements; all aspects of metal

fabrication; methods and practices followed in the maintenance of tools, machinery, and equipment; safety precautions to be observed in the maintenance and installation of electronic and mechanical equipment.

Must possess and maintain a Wisconsin driver's license. Excellent customer service skills. Basic computer skills. Ability to effectively communicate with customers, suppliers, and other employees. Must be able to multi task and prioritize tasks efficiently. Customer service skills, computer skills, problem solving, and safety management knowledge required.

**K. WORKING ENVIRONMENT:**

- 1. Work Conditions:** Majority of the responsibilities are performed indoors within an enclosed multi-bay garage. Frequent interactions inside the garage around hoists and other machines.
- 2. Exposure to Hazards:** Will have frequent exposure to fuels, oils, and chemical cleaners typically found around engines and heavy equipment. Frequent exposure to dust and dirt. Frequent exposure to loud noise.
- 3. Physical Requirements:** Must be able to lift 50 pounds. Sitting, standing, walking, climbing, and frequent heavy lifting.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Automotive Service Technician to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance.

**M. OTHER:** Must submit to a U.S. Department of Transportation (DOT) drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians. Must not have any criminal driving offenses within the previous three years. No more than one speeding ticket within the previous three years. Must be dependable. No felony convictions relating to fraud and theft. Mechanic will provide their own tools.

**N. SIGNATURE:**

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**Tribal Administrator**

**Date**