



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Lead Auto Service Technician  
**SUPERVISOR:** Tribal Roads Director  
**LOCATION:** Tribal Roads Department  
**POST DATE:** 12/16/2021  
**CLOSING DATE:** Open until filled

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**General Description:** The primary responsibility of this position is to act as lead supervisor to other mechanics and service worker. 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.

**Qualification:** High School Diploma, or GED, supplemented by completion of a Union, private (in-house), military, or trade school apprenticeship program that includes theory and on-the-job work in diagnosing and repairing autos. Five years' experience of which two must be in a supervisory role. Valid Wisconsin Driver's license is required. **(This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)**

**Salary:** \$20.00-\$25.00/hr. depending on qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or 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

### Nonexempt Position Description

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

**B. DEPARTMENT:** Tribal Roads

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

**D. DESCRIPTION OF DUTIES:** 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. Specific responsibilities include but are not limited to the following:

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 record 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 makes 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 applicable.
12. Follows all rules and regulations concerning hazmat storage and disposal.
13. Will train and direct the work of other staff in the area.
14. Observes and enforces safety regulations and department policies.
15. Assists and serves as back up to other department employees.
16. Other related activities or tasks may be assigned.

**E. POSITION RELATIONSHIPS:**

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

**F. SUPERVISORY RESPONSIBILITIES:** Other mechanics and service employees.

**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 five years. At least one ASE certification required.

**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.

- Ability to provide on the job supervision.
- Assign, check, correct, and participate fully in the work of employees.
- Able to make oral and written reports on work activities.
- Schedule preventive maintenance requirements.
- Input and retrieve computerized data and maintain accurate records.
- Inspect and diagnose mechanical problems and determine appropriate maintenance requirements and remedies.
- Perform mechanical repairs on a variety of motorized equipment.
- Ability to use, care for, and maintain shop tools, such as drills, grinders, brake lathes and diagnostic computers with skill and safety.
- Understand procedures and functions quickly and apply them appropriately without supervision.
- Understand and carry out oral and written instructions.

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 multitask and prioritize tasks effectively. 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 and temperature changes.
3. **Physical Requirements:** Must be able to lift at least 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 Lead 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. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a U.S. Department (DOT) drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. 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. 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.

**N. SIGNATURES:**

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**Employee** **Date**

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**Manager** **Date**

**Previously signed**

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Tribal Administrator Date

**Previously signed**

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Human Resources Director Date