



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT-REPOST

**JOB TITLE:** **Lube and Tire Technician**  
**SUPERVISOR:** Lead Auto Service Technician  
**LOCATION:** Tribal Roads  
**POST DATE:** December 5, 2022  
**CLOSING DATE:** Open until filled

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**General Description:** The primary responsibility of this position is to assist customers with low-lever service requests such as oil changes and other fluid replacements. Will also perform tire rotations, maintenance, and mount and balances. Technician performs maintenance quickly and professionally then documents the service performed.

**Qualifications:** High School Diploma or equivalent is required. At least one-year experience preferred. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

**Salary:** \$18.00-\$20.00/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:** Lube and Tire Technician

**B. DEPARTMENT:** Tribal Roads

**C. SUPERVISOR'S TITLE:** Lead Automotive Service Technician

**D. DESCRIPTION OF DUTIES:** The primary responsibility of position is to assist customers with low-level service requests such as oil changes and other fluid replacements. Will also perform tire rotations, maintenance, and mount and balances. Technician performs maintenance quickly and professionally then documents the service performed. Specific responsibilities include but are not limited to:

1. Performs work as specified on repair orders.
2. Performs oil changes.
3. Changes other filter changes (air, cabin, etc.)
4. Checks tire pressure and adds air as needed.
5. Inspects fluid levels and tops off as needed.
6. Performs tire rotations.
7. Mounts and balances tires.
8. Reports machinery defects or malfunctions to supervisor.
9. Communicates with service writer for parts needed.
10. Documents all work performed.
11. Ensures all customers vehicles remain clean.
12. Keeps shop area neat and clean.
13. Assists other mechanics as needed.
14. Will perform parts run.
15. Will serve as a back-up service writer occasionally.
16. Assists and serves as back up to other department employees.
17. Operates all tools and machinery properly and safely.
18. Other tasks as 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:** None

**G. SUPERVISION RECEIVED:** Lead Automotive Service Technician

**H. EDUCATION:** High School Diploma or equivalent is required.

**I. EXPERIENCE:** One-year experience preferred.

**J. SKILLS:**

1. Must be able to follow work instructions and direction, plus mentoring from other team mates.
2. Should possess an aptitude for mechanical diagnosis and repair.
3. Possess time management skill and hand eye coordination.
4. Willing to learn effective communication and customer service skills.
5. Have ability to read and follow complex directions in manuals and write complete repair orders.
6. Must possess and maintain a valid Wisconsin driver's license.
7. Have or learn basic computer skills.
8. Communicate with vendors and other employees.
9. Problem solving and safety 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 Lube and Tire 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 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.

**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**