



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Lube and Tire Technician**
SUPERVISOR: Lead Auto Service Technician
LOCATION: Tribal Roads
POST DATE: July 31, 2026
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to perform essential, routine vehicle maintenance, focusing on oil changes, fluid checks, and comprehensive tire services (mounting, balancing, rotation and repairs). The Lube and Tire Technician will be responsible for inspecting vehicle components for safety, replacing filters, and ensuring proper tire pressure. This role requires mechanical knowledge of all current and late model vehicles, physically capable of lifting heavy objects, knowledge of computers and diagnostic equipment, great with documentation, and strong customer service skills.

Qualifications: High School Diploma or equivalent is required. Associate Degree or Certification in Automotive field with 1-3 years' experience is required. **(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 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

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 service requests such as oil changes and other fluid replacements, tire rotations, maintenance, and mount and balances. Technician performs maintenance quickly and professionally, then accurately documents the service performed. Specific responsibilities include but are not limited to:

1. Tire Services: Install, mount, balance, rotate, and repair tires, including TPMS (Tire Pressure Monitoring System) procedures.
2. Oil and fluids: drain engine oil, replace oil filters, and refill with new oil. Top off vital fluids, including brake, power steering, transmission, and washer fluids.
3. Inspection and replacement of other filters.
4. Communicate and document all defects to customers and Supervisors.
5. Inspections and Maintenance: Inspect vehicles for leaks, worn parts, and safety issues.
6. Replace air filters, cabin filters, wiper blades, and batteries.
7. Customer Service & Safety: Adhere to all safety protocols, keep customers vehicle and workspaces clean, operates all tools and machinery properly and safely, and communicates findings to customers or service advisors.
8. Diagnostic repair of brakes and electrical systems, preferred.
9. Communicates with service writer for parts needed.
10. Ensures all customers vehicles remain clean.
11. Keeps shop area neat and clean.
12. Assists other mechanics as needed.
13. Will perform parts run.
14. Will serve as a back-up service writer occasionally.
15. Assists and serves as back up to other department employees.
16. Operates all tools and machinery properly and safely.
17. 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. Associate Degree or Certification in Automotive field with 1-3 years' experience is required.

I. EXPERIENCE: One to three year experience required.

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:

Employee **Date**

Manager **Date**

Previously signed

Tribal Administrator **Date**

Previously signed

Human Resources Director **Date**