



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: Seasonal General Laborer (non-CDL) (Call-in up to 40 hrs./wk.)
SUPERVISOR: Tribal Road Director
LOCATION: Tribal Roads
POST DATE: June 6, 2022
CLOSING DATE: June 20, 2022

General Description: The primary responsibility of this position is to perform general laborer tasks and projects at the various parks and recreation facilities within the boundaries of the reservation but can also include lighter roadside maintenance activities such as mowing right of ways and sidewalk vegetation control.

Qualifications: High School Diploma or equivalent required. Valid Wisconsin Driver's license required. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

Salary: \$15.00/hr.

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: Seasonal General Laborer (non-CDL) (Call-in up to 40 hrs./wk.)

B. DEPARTMENT: Tribal Roads

C. SUPERVISOR'S TITLE: Tribal Roads Director

D. DESCRIPTION OF DUTIES: The primary responsibility of the position is to perform general laborer tasks and projects at the various parks and recreation facilities within the boundaries of the reservation but can also include roadside maintenance activities such as mowing right of ways and sidewalk vegetation control. Will also coordinate with the Tribal Roads Director regarding new or existing recreation sites improvements. Specific responsibilities include but are not limited to the following:

1. Maintain and operate mowers, saws, trimmers, edger's, blowers, etc.
2. May assist in the removal of fallen trees, large branches, brush, etc. when necessary.
3. Place all necessary precaution/warning signage required on roadways while working.
4. Pick up trash/litter in designated ROW's, parks, and landings; empty trash receptacles in parks and landings.
5. Attend to restrooms in parks and waysides, restocking when necessary.
6. Heavy equipment operations may include, skid steer with attachments, John Deere ditch mower, and/or front-end loader with attachments.
7. Know and wear all required personal protection equipment (PPE) always.
8. Conduct pre and post trip inspections of all equipment used every day.
9. Complete all required documentation.
10. Keep work space and equipment clean and in good condition.
11. Maintain good attendance and punctuality.
12. Other duties as assigned that pertain to job.

E. POSITION RELATIONSHIPS:

1. **Internal:** This position will have daily interaction with co-workers.
2. **External:** This position will have regular interaction with the members of the community as well as traffic on the roads.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Minimal

H. EDUCATION: High School Diploma or equivalent required.

I. EXPERIENCE: Knowledge and practice of safe equipment operation required.

J. SKILLS:

1. Safe operation of all equipment such as chainsaws, trimmers, chipper, mowers, trucks, etc.
2. Must have valid Wisconsin Driver's License.
3. Must work safely in a garage or out in the field and around heavy equipment utilizing proper personal protective equipment at all times.
4. Must practice responsible driving practices always, no exceeding the posted speed limits or cell phone use permitted.
5. Must adhere to all regular and hazardous waste disposal laws, regulations, policies, etc. always.
6. Must be in good physical condition and able to lift at least 50lbs.
7. Must be dependable, willing to work odd hours (early mornings), occasional weekends, and special events/holidays.
8. Must have a reliable mode of transportation to get to work.
9. No criminal driving offenses within the previous three years. No more than one speeding ticket within the previous three years.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Majority of responsibilities are performed outdoors along roads or in the right of ways in all weather conditions and occasional tasks in a commercial garage environment located in the Roads Department Garage.
2. **Exposure to Hazards:** Will have frequent exposure to fuels, oils, and chemicals/cleaners typically found around engines and heavy equipment. Frequent exposure to dust and dirt. Frequent exposure to loud noise.
3. **Physical Requirements:** Sitting, standing, walking, climbing, and frequent heavy lifting. Must be able to lift 50 pounds.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Seasonal General Laborer non-CDL 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. **Position is valid from April 1st thru September 30th only.**

N. SIGNATURES:

Employee **Date**

Manager **Date**

Previously signed

Tribal Administrator **Date**

Previously signed

Human Resource Director **Date**