



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Tribal Roads Crew (Experienced)
SUPERVISOR: Tribal Roads Manager
LOCATION: Tribal Roads Department
POST DATE: November 17, 2021
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to assist with road maintenance and other projects of the department such as brushing, mowing, tree removal, right of way maintenance, loading trucks, welding, carpentry, construction, landscaping, park maintenance, and other general labor tasks. Will also be required to operate all trucks and heavy equipment.

Qualifications: High School Diploma or equivalent required. Valid Wisconsin Drivers license and CDL with A Endorsement is required. Minimum of 5 years' experience operating heavy trucks and equipment, carpentry/construction, and welding 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. dependent 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: Tribal Roads Crew (Experienced)

B. DEPARTMENT: Tribal Roads Department

C. SUPERVISOR'S TITLE: Tribal Roads Manager

D. DESCRIPTION OF DUTIES: The primary responsibilities of this position is to assist with road maintenance and other projects of the department such as brushing, mowing, tree removal, right of way maintenance, loading trucks, welding, carpentry, construction, landscaping, park maintenance, and other general labor tasks. Will also be required to operate all trucks and heavy equipment. Specific responsibilities include but are not limited to the following:

1. Brushing, tree removal and mowing along BIA and Tribal Roads.
2. Assisting with routine and emergency maintenance and repair to BIA and Tribal Roads (cold patch, shoulder repair, culvert install, sign replacement, etc.)
3. Maintaining storm drains and sidewalks.
4. Plowing roads, driveways, and parking lots (large and small plow operation.)
5. Assisting with traffic control.
6. Loading and unloading plow and dump trucks with an end loader, excavator, etc.
7. Welding
8. Carpentry/construction.
9. Daily equipment maintenance.
10. Other duties as requested by Manger/Supervisor.

E. POSITION RELATIONSHIPS:

1. **Internal:** This position will interact with co-workers daily for the purpose of planning projects and any change in their daily routine pending on management approval.
2. **External:** Dealing with salesmen, community interaction, job estimates and information about the department's functions, etc.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Tribal Roads Manager

H. EDUCATION: High School Diploma or equivalent required.

I. EXPERIENCE: Minimum of 5 years' experience operating heavy trucks and equipment, carpentry/construction, and welding is required. Must have Mine Safety Health Administration (MSHA) certification when required. Knowledge and practice of safe equipment operation required.

J. SKILLS:

1. Safe operation and maintenance of all equipment such as chainsaws, trimmers, mowers, trucks, end loader, bobcat, etc.
2. Safe operation of small and large trucks with and without a plow.
3. Safe and proper operation of heavy equipment such as end loaders, excavators, bobcats, bulldozers, graders, etc.
4. Must work safely in a garage or out in the field and around heavy equipment always utilizing proper personal protective equipment.
5. Mechanics of proper road and construction site drainage.
6. Must always practice responsible driving practices; no exceeding the posted speed limits or cell phone use permitted.
7. Must adhere to all regular and hazardous waste disposal laws, regulations, policies, etc. always.
8. Should be familiar with the BIA and Tribal Roads (know which are Tribal Roads responsibility and which are the town, county, or state.)
9. No criminal driving offenses within the previous three years. No more than one speeding ticket within the previous three years.
10. Annual MSHA certification may be required. Financial assistance is available.
11. Must be dependable.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** . Majority of responsibilities are performed outdoors 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 75 pounds.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Tribal Roads Crew (Experienced) 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**

Administrator **Date**

Human Resource Director **Date**