

# KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

## 2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
EDDY EDWARDS  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, SR.  
DONALD SHALIFOE, SR.

## ON-CALL LABORER

On-Call/Fill-In/Temporary, Non-exempt positions

**ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT**

- Completed Keweenaw Bay Indian Community application
- Copy of HSD/GED (unless over the age of 62)
- If KBIC Member working towards obtaining GED, documentation required
- Copy of Child Abuse/Neglect Central Registry Clearance form from Michigan DHHS
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Hannah Beesley, Personnel Director  
16429 Beartown Road  
Baraga, Michigan 49908  
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**Distribution Date:** January 18, 2017

**Closing Date:** OPEN CONTINUOUS

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**  
"Home of the Midnight Two-Step Championship"

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## POSITION DESCRIPTION

- POSITION:** ON-CALL LABORER  
On-Call/Fill-In/Temporary, Non-Exempt position
- LOCATION:** Various KBIC Departments (Public Works, Solid Waste Facility, Housing, NRD)
- SUPERVISORY CONTROL:** Dependent on Placement (Department Head unless otherwise assigned)
- SALARY:** Grade 4 (Minimum starting wage = \$11.47/hour)
- SUMMARY:** *Entry level general laborer with minimal skill and experience level, able to perform basic tasks involving physical labor. May operate air hammers, compactors, cement mixers, small mechanical hoists, survey equipment, and a variety of other equipment and instruments. May clean and prep trenches, set braces to support the sides of excavations, erect scaffolding, and clean debris and other waste materials. May assist other craft workers. May shovel snow during winter months. May perform other general maintenance tasks, including: painting, grounds keeping, general repairs, basic electrical and plumbing, etc.*
- INDIAN PREFERENCE:** Preference will be given to qualified individuals of American Indian descent.
- VETERAN PREFERENCE:** Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

### QUALIFICATIONS:

- High School Diploma or GED equivalent (may be waived for KBIC members working towards their GED).
- Able to understand verbal and written instructions.
- Ability to maintain and use required tools and equipment used in the work.
- Must be aware of safe work methods and safety practices pertaining to the work.
- Requires ability to climb ladders for heights of up to 40 ft., and crawl for distances of 50 feet.
- Ability to lift and manipulate objects of up to 80 lbs. for 50 ft. is required.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

### DUTIES AND RESPONSIBILITIES:

- Performs general maintenance work (painting, general repairs, shoveling, basic electrical and plumbing, etc.)
- Adherence to safe work practices including using sound, independent judgment within policy and procedural guidelines.
- Normal hazards associated with construction environment.
- Other duties as assigned by supervisor.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression illustrating duties shall not be held to exclude other duties not mentioned that are similar of level difficulty.*

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