

KEWEENAW BAY INDIAN COMMUNITY

2018 TRIBAL COUNCIL

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

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

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

MODERNIZATION/LABORER

KBIC Housing Department
Two (2) Part time, Non-exempt position

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
- Qualification Sheet
- Resume
- Copy of HSD/GED
- Copy of valid, unrestricted state Driver License
- 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
Beth Fish, Personnel Director
16429 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: July 10, 2018

Closing Date: July 24, 2018 by 4:00 p.m.

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

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

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

2018 TRIBAL COUNCIL

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

POSITION DESCRIPTION

POSITION:

MODERNIZATION/LABORER

Part-time, Non-Exempt position
(Not to exceed 32 hours/week)

LOCATION:

KBIC Housing Department
Baraga, MI 49908

SUPERVISORY CONTROL:

Operations Manager

SALARY:

Grade 4 (min starting wage = \$11.47/hr)

QUALIFICATIONS:

- High School diploma/ GED equivalent is required.
 - ❖ This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
 - ❖ This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below.
- Ability to understand verbal and written instructions
- Ability to operate and maintain required tools and equipment used in the work.
- Must be aware of safe work methods and safety practices pertaining to the work.
- Ability to climb ladders to heights of up to 16 ft.
- Ability to lift and manipulate objects of up to 50 lbs.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who do not have a bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Must adhere to safe work practices including using sound, independent judgment within policy and procedural guidelines.
2. May be exposed to normal hazards associated with construction environment, including variable weather conditions, noise, and dust.
3. 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.

Distribution Date: July 10, 2018

Closing Date: July 24, 2018 at 4:00pm