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
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: **personnel@kbic-nsn.gov**

Distribution Date: November 23, 2016

Closing Date: December 9, 2016 at 4:00 pm

Debora L Picciano 11.23.16
TERO Approval Date

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.

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 illustration describing duties shall not beheld to exclude other duties not mentioned that are similar of level difficulty.

Distribution Date: November 23, 2016 **Closing Date:** December 9, 2016 at 4:00 pm