

KEWEENAW BAY INDIAN COMMUNITY

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

2021 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
GARY F. LOONSFOOT, JR., Vice President
KIM KLOPSTEIN, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
DALE F. GOODREAU
RANDALL R. HAATAJA
SUSAN J. LAFERNIER
RODNEY LOONSFOOT
DON MESSER

ON-CALL LABORER

On-Call/Fill-In/Temporary, Non-exempt positions
Ojibwa Housing Department

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 55)
- If KBIC Member working towards obtaining GED, documentation required
- 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. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

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:

Ojibwa Housing Department

SUPERVISORY CONTROL:

Operations Manager

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 of the work.
- Requires ability to climb ladders for heights of up to 40 ft., and crawl for distances of 50 feet.
- The ability to lift and manipulate objects of up to 80 lbs. for 50 ft. is required.
- Must be at least 18 years of age, this age is not permitted to drive during work hours. Must be 21 years of age, possess a valid Michigan driver's license, have a good driving record, be insurable to drive during work hours. Must sign KBIC Driving Record check form
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

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DUTIES AND RESPONSIBILITIES:

- Performs general maintenance work in vacant buildings (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.

Distribution Date: June 1, 2021

Closing Date: Open continuous

TERO Approved: *Debra J. Picciano*
Reviewed for barriers only!
Date: 6.1.2021

DRIVING RECORD CHECK FORM

Position applying for or current position held: _____

Department: _____

Is driving required for this position: _____

4.5 Driving Record: All newly hired and current employees are required to provide a copy of their driver's license, commercial driver's license (CDL) or chauffeur license or provide the status if none or not valid and sign a consent form for the Community to enroll them and to obtain access to their personal driving record. As a condition of employment, each employee is required to be insurable according to their position description and the Tribe's current insurance carrier/agent. The Personnel department shall maintain a list of employees eligible to drive a fleet vehicle and a list of employees that are excluded. Excluded employees may not drive the Community's fleet vehicles. The Personnel Department shall enroll each newly hired or current employee through the Michigan Department of State subscription service. The enrollment shall include the employee's name, their driver's license number, CDL, or chauffeur's license, along with their date of birth. The Community will be provided a driving record of all employee(s) when they are first enrolled and then whenever there are any violations, restrictions, suspensions, or revocations posted to their record. Reports will be obtained at least annually.

***** Current insurance carrier requires all drivers of KBIC fleet vehicles be at least 21 years of age.**

Name: _____
Last First Middle

I have read KBIC Driving Record Policy 4.5 and consent to a record check on my license Date: ____/____/____

Driver's license number: _____

Date of Birth: ____/____/____

Signature _____

Or

I do not have a valid license as of Date: ____/____/____

Date of Birth: ____/____/____

Reason: _____

Signature _____

By signing this document you are agreeing that you have read and understand the policy and how it pertains to you as an employee of the KBIC.

Personnel Use only

 Copy of license

Copy of personal vehicle insurance coverage