

KEWEENAW BAY INDIAN COMMUNITY

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

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

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

MODERNIZATION/LABORER

KBIC Housing Department

Part-time Temporary (90 days), Non-exempt position
(37 hours or less per week)

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 valid, unrestricted Michigan driver's license
** (See qualifications for driving privileges during employment).
- Copy of HSD/GED
- 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

Keweenaw Bay Indian Community does not discriminate on the basis of 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:

MODERNIZATION/LABORER

1 Part-time, Temporary (90 days) Non-Exempt position
(37 hours or less per 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 55 years of age or older who meet the remainder of the qualifications listed below.
 - ❖ This qualification may also be waived provided the applicant submits documentation verifying he/she has been working toward obtaining their GED who meet the remainder of the qualifications listed below.
- Must be at least 18 years of age, this age is **not permitted** to drive during work hours. Must be at least 21 years of age, have a valid Michigan driver's license, be insurable, and have a good driving record, to operate the KBIC fleet vehicles. Must sign KBIC Driving Record check form. This is a requirement of our vehicle insurance carrier.
- 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).

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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. Will perform general labor functions with the modernization crew.
4. 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 describing 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 continuously

TERO Approved: <u>Debra Picciano</u>
Reviewed for Barriers Only!
Date: <u>6/1/2021</u>

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