

# MENOMINEE TRIBAL ENTERPRISES



GENERAL OFFICE & FORESTRY CENTER: P.O. BOX 10 • NEOPIT, WI 54150  
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## 1<sup>ST</sup> POSTING

### OPEN TO ENROLLED MENOMINEE ONLY

**NOTE:** *Selection process is in accordance with Chapter 170, as amended.*

Post Closes: Wednesday January 23, 2019

Job Title: On- Call

Supervisor: TBD

Status: Regular Temp

Rate: TBD

#### SCOPE OF WORK:

This position is responsible for filling-in for various departments if and when a regular full or part-time employee is unavailable for work. Must be willing and able to report to work on short notice, keep personal contact information updated, and have good work attendance.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

**Must have the Knowledge, Skills, and Ability to perform the following:**

1. Substitute in all entry level jobs throughout the plant
2. Sorting and proper stacking of lumber by grade, species, length, and thickness.
3. Proper lifting techniques to prevent personal injuries.
4. Band and wrap lumber for storage and shipping. .
5. Operate machinery safely and efficiently to maximize grade and quality.
6. Maintain a safe, clean and orderly work area.
7. Clean up assigned areas of the plant as needed .
8. Perform other duties as assigned by supervisor.

#### WORKING CONDITIONS:

Works in fast paced, hot, cold, noisy, dusty industrial environment. Must be able to lift up to 75 lbs., with attention to MTE safety practices and policies. Required to wear the necessary safety protection and equipment provided by MTE.

#### QUALIFICATIONS:

1. Must have a High School Diploma or Equivalent
2. Must possess good work ethic with excellent work attendance and be a team player.
3. Must be willing to come on board as a Regular Full time employee if the opportunity arises.
4. Experience and familiarity with the plant operation preferable.

[www.mtewood.com](http://www.mtewood.com)

**SUBMIT APPLICATIONS TO:**

Levi O'Kimosh Human Resource Generalist

Menominee Tribal Enterprises, PO Box 10, Neopit, WI 54150

Email: [levio@mtewood.com](mailto:levio@mtewood.com)

Fax: 715-756-1314

Call: 715-756-2311 ext. 1137/1168/1139/1135 if any questions.

\*Applicant must successfully pass a pre-employment drug & alcohol screening and background check.