



Employee Job Description	
Position Title:	Construction Auto Shop/Laborer/ Parts Runner
Position ID #	
Facility:	Tribal Construction Shop
Job Family:	St. Croix Tribal Construction Comp Grade: C -1 (\$11.00 DOQ) Status: Full Time

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

To be available to assist in day to day jobs, Auto Shop, Construction or where needed

Essential Functions:

Assist shop with light auto repair

(Job Title) Job Duties:

- Oil Changes, Tire Mounting and Balance, shop clean up, Auto parts supply runner
- Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: Tribal Construction Superintendent

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors: OE-Typical Office Environment: (Accountant, Administrative Assistant, Consultant, And Program Manager)

- May be required to lift up to 50 pounds
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications

- Proficiency level typically gained through a combination of high school diploma.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenge
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

Preferred Qualifications:

- Valid driver's license
- High school Diploma/ G.E.D

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name

Supervisor Signature

Date

*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.