

# MENOMINEE TRIBAL ENTERPRISES



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

### OPEN TO THE GENERAL PUBLIC

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

Posting Closes: 10/13/2017 12:00 pm

Job Title: Saw Filer Specialist

Supervisor: Sawmill Supervisor

Status: RFT

Rate: TBD

#### SCOPE OF WORK:

Responsible for ensuring all saws are maintained and changed in an expedited fashion and repaired correctly to provide a quality cut on lumber. Maintain equipment and machinery for optimal performance.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

**Must have the knowledge, skills, and ability to perform the following:**

1. Proper swedging, filing, grinding, benching, welding, and straightening techniques.
2. Use of hand tools, welder, torches, bench and handheld grinders.
3. Changing both band and circle saws safely, quickly, and with precision.
4. Aligning band mill wheels and carriage tracks.
5. Inspecting dies to detect defects, wear, and verify specifications using micrometers, steel gauges and pins.
6. Recognize worn or broken parts in the filing room and on the head rigs and line-bar resaw.
7. Assist maintenance crew with major repair projects.
8. Train selective employees for succession planning.
9. Maintain an adequate reserve/supply of band saw and circular saw blades, as well as, auto swedger, bench, and grinder parts.
10. Correctly grind band mill wheels during shut down.
11. Maintain a clean working area for safety and to prevent injuries.
12. Work independently, efficiently, with minimal supervision.
13. Communicate well with surrounding machine operators to maintain production.
14. Perform other duties as assigned by supervisor.

#### WORKING CONDITIONS:

Work in extreme hot, cold, dusty, noisy work environment. Must be able to climb, lift up to 75 lbs., and maneuver in tight quarters. Must wear appropriate safety apparel and equipment and comply with all safety policies and practices of MTE.

#### QUALIFICATIONS:

Requires high school diploma or equivalency, and 15 plus years of experience in both circle saw and band saw filing. Develop and implement a training program consistent with the needs of the plant in relation to band saws, circle saws, and chipper/planer knives. Requires five (5) plus years in training new employees in circle and band saw maintenance for optimal performance. Must possess good work ethic with excellent work attendance and be a team player.

**APPLICATION PROCESS:**

1. Completed application
2. Copy of Tribal enrollment
3. Copy of diploma or equivalent.
4. Honorable or general military discharge paperwork

*Note: It is the applicant's responsibility to provide all relevant documents referenced in the application process, any incomplete applications will be screened out. It is not the responsibility of MTE to notify you of incomplete applications.*

**SUBMIT APPLICATIONS TO:**

Antoine Chevalier, Human Resource Generalist  
Menominee Tribal Enterprises, PO Box 10, Neopit, WI 54150  
Email: [antoinec@mtewood.com](mailto:antoinec@mtewood.com)  
Fax: 715-756-2319  
Call: 715-756-2311 ext. 1137/1168/1135 if any questions.

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