

MENOMINEE TRIBAL ENTERPRISES



GENERAL OFFICE & FORESTRY CENTER: P.O. BOX 10 • NEOPIT, WI 54150
PHONE 715/756-2311 • LBR. SALES: 715/756-2287 • FAX: 715/756-2386



2ND 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 Assistant

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. Assist the current knife grinder to ensure an adequate supply of knives are available.
2. Assist with the training program developed by saw filer specialist to ensure long term stability.
3. Proper swedging, filing, grinding, benching, welding, and straightening techniques.
4. Use of hand tools, welder, torches, bench and handheld grinders.
5. Changing both band and circle saws safely, quickly, and with precision.
6. Assist with aligning band mill wheels and carriage tracks.
7. Recognize worn or broken parts in the filing room and on the head rigs and line-bar resaw.
8. Assist maintenance crew with major repair projects.
9. Correctly grind band mill wheels during shut down.
10. Maintain a clean working area for safety and to prevent injuries.
11. Work independently, efficiently, with minimal supervision.
12. Communicate well with surrounding machine operators to maintain production.
13. 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 five (5) plus years of experience in circle and band saw maintenance. Must have a minimum of one (1) plus years of chipper/planer knife grinding. 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
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.