



1ST POSTING

OPEN TO ENROLLED MENOMINEE

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

Posting Closes: Friday May 7, 2021
Job Title: Forklift Operator
Supervisor: Lumber Yard Supervisor

Status: RFT
Rate: TBD

SCOPE OF WORK:

Responsible for the safe and efficient operation of the forklift.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Responsible for moving lumber packs from the LOPC chain and molder to assigned or designated staging areas as directed.
2. Pre-inspection of machine fluid levels and visual walk-around.
3. Responsible for recording tagged inventory with computer handhelds to designated areas.
4. Properly band, secure, and wrapping lumber designated for shipment.
5. Use inventory scanners to log and monitor lumber packages with computer lumber location handhelds.
6. Knowledge of calculating weight limits for loads on forks and trailers.
7. Safely maneuvering forklift in all weather conditions.
8. Observing, predicting traffic and aware of pedestrian movement.
9. Sorting lumber by grade and species.
10. Maintain a clean, neat, and safe work area.
11. Must be willing to assist other departments as needed.

Perform other duties as assigned by supervisor

WORKING CONDITIONS:

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

QUALIFICATIONS:

At a minimum, must possess a high school diploma or equivalent. A minimum of 3 plus months of experience operating a forklift. Must obtain a valid MTE heavy equipment certification within one year of employment. 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 not the responsibility of MTE to notify you of incomplete applications.

www.mtewood.com

SUBMIT APPLICATIONS TO:

Levi O'Kimosh, Human Resource Director

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

Email: levio@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.