



2nd POSTING

OPEN TO GENERAL PUBLIC

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

Post Closes: Wednesday February 8, 2023

Job Title: Maintenance Lead/Welder

Status: RFT

Supervisor: Equipment and Facilities Manager

Rate: TBD

SCOPE OF WORK:

The Maintenance Lead/Welder maintains and repairs plant-wide machinery and equipment. This position is responsible for the efficient and effective operation of the plant preventive maintenance program. This position is also responsible for the supervision of the day and night maintenance crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Works closely with Equipment and Facilities Manager to prioritize work orders, delegate work orders, and coordinate maintenance and repairs of equipment.
2. Tracks the proper techniques for troubleshooting, diagnosing, and repairing of all plant equipment.
3. Proper welding techniques when needed.
4. Provide quality repairs on equipment.
5. Dealing with conflict and stress, and the tact to communicate and interact with others.
6. Overseeing, supervising and coordinating day or night maintenance crew.
7. Welding parts, fabricating parts, and utilizing maintenance hand tools to effectively correct any problems.
8. Develop and maintain records and reports, including completed work orders.
9. Maintain a program and schedule for equipment preventative maintenance and inventory of needed repair supplies.
10. Able to work above and beyond normally scheduled shifts when needed.
11. Perform other duties as assigned by supervisor.

WORKING CONDITIONS:

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

QUALIFICATIONS:

1. Requires a high school diploma or equivalent.
2. Minimum of 5 years' experience in sawmill operation maintenance is required.
3. Minimum of 2 years' experience in welding is required.
4. Technical college training in maintenance, machining, blue print reading, and welding is preferred.
5. Must possess good work ethic with excellent work attendance and be a team player.
6. If applicants are previous employees of Menominee Tribal Enterprises, they must have a positive past work record and history of positive job performance.

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.

SUBMIT APPLICATIONS TO:

Samantha Pecore, Business Operations Coordinator
Menominee Tribal Enterprises, PO Box 10, Neopit, WI 54150

Fax: 715-756-1314

Call: 715-756-3350 if any questions.

Email: SamanthaP@mtewood.com

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