



OPEN UNTIL FILLED

OPEN TO THE GENERAL PUBLIC

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

Post Closes: Wednesday February 15, 2023

Job Title: Dry Kiln Operator

Supervisor: Lumber Operations Supervisor

Status: RFT

Rate: TBD

SCOPE OF WORK:

The Dry Kiln Operator is responsible for the efficient operation and maintenance of the dry kilns and the effective drying methods for drying different species of wood in accordance with industry standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Establishing and implementing drying schedules for each specie going through the drying process to maximize value uptime capacity and efficiency.
2. Review and analyze current kiln drying processes and develop a documented procedure.
3. Implement a moisture testing procedure.
4. Safe operation and maintenance of high and low pressure of steam controls and equipment including actuators, fans, valves, gauges, etc.
5. Basic computer skills to set up, modify, and monitor drying schedules for various species and thickness of lumber.
6. Preparing drying activities report weekly for sales and production meeting.
7. Assist with the loading and unloading of lumber charges.
8. Evaluate pre-drying processes (stickering, staging, loading, etc.) and recommend process changes.
9. Tag and monitor all sticker stock lumber designated for kilns.
10. Be on call during nights, weekends, and holidays and work flexible hours to meet production deadlines.
11. Maintain a clean and safe work area.
12. Work independently, efficiently, with minimal supervision.
13. 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 high school diploma or equivalency
2. A minimum of three (3) years' experience in kiln operation, maintenance, and lumber drying.
3. Kiln drying training certification is required.
4. Must possess good work ethic with excellent work attendance and be a team player.
5. 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.

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