

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



1ST POSTING

OPEN TO ENROLLED MENOMINEE

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

Post Closes: April 26, 2018 12:00pm

Job Title: Glue Clamp/Sander Operator

Supervisor: Millworks Supervisor

Status: RFT

Rate: BOE

SCOPE OF WORK:

This position shall be responsible for producing and assembling cabinets efficiently.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Cut all material as per door, drawer face, and panel cut lists.
2. Use Doucet glue clamp to build all panels as per the cut lists and assembly process sheets.
3. Use Timesaver wide belt sander to sand all panels to finished thickness.
4. Follow internal cabinet grading specifications.
5. Inspect and QC all cabinet parts for standard defects.
6. Make all panels ready door machining.
7. Knowledge of wood species.
8. Basic maintenance on machines, such as changing saw blades, knives, sand paper, and bits.
9. Using lock out and tag out procedures according to safety policies.
10. To accurately record production.
11. Perform other duties as assigned by supervisor.

WORKING CONDITIONS:

Works in extreme hot, cold, noisy, dusty industrial 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:

Must possess a high school diploma or equivalency. One year certificate in woodworking program is required. Must have experience in assembling cabinets, cabinet parts, installing cabinets, and one (plus) years' of machine operator. Must possess good work ethic and excellent work attendance and be a team player.

APPLICATION PROCESS:

1. Completed application
2. Copy of Tribal enrollment (If applicable)
3. Copy of diploma / equivalent and/or Official Transcripts (If applicable)
4. Honorable or general military discharge paperwork (If applicable)
5. Copy of a valid Driver's license (If applicable)

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.