



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

Job Description

POSITION: Wiring Technician – **LTE Position**

LOCATION: Varies

WAGE: \$10/hour; 20-40hrs/week

SUPERVISOR: IT Director

THIS IS A LIMITED TERM FULL TIME NON- EXEMPT POSITION- 30 DAYS WITH AN OPTION FOR AN ADDITIONAL 30 DAYS IF REQUIRED. APPLICANTS WILL BE SELECTED FROM THE INFORMATION SUPPLIED ON APPLICATION FORM ONLY. THERE WILL BE NO INTERVIEWS.

JOB SUMMARY: Provide basic construction duties involving the running of low-voltage network cabling following industry standards for data networks.

DUTIES AND RESPONSIBILITIES:

1. Install Low Voltage wiring in building locations.
2. Remove abandoned wiring and associated equipment.
3. Renovate existing low voltage wiring installations.
4. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: NONE

KNOWLEDGE: Knowledge of and sensitivity for Ojibwe culture and traditions.

QUALIFICATIONS:

1. Minimum of high school diploma, HSED or GED required.
2. Understand and implement the operation of basic hand and electrical tools.

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3. Create a neat and tidy job product with attention to detail.
4. Self-motivated and driven to complete jobs quickly and efficiently.
5. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: Limited contact with Tribal employees.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage or shelving. Able to lift up to 75lbs. Able to repeatedly climb ladders up to 30' in height. Able to work in enclosed spaces.

WORK ENVIRONMENT: Various Tribal Buildings. All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: Must be able to travel between tribal buildings as required.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the image or name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: June 19, 2018

DEADLINE: Open Until Filled

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FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

ashley.poch@redcliff-nsn.gov

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(715) 779-3700 ext. 4268 or 4267

The Red Cliff Community Health Center is a Drug-Free Workplace in accord with the Drug-Free Workplace Act of 1988, P.L. 100-690, and has a Drug-Free Workplace Policy in effect.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.