

MENOMINEE INDIAN TRIBE OF WISCONSIN

Human Resource Department

MECHANIC

TRANSPORTATION

Class Description # 5720

Grade T10 Non-Exempt

Last Revised: 2/6/2019

2nd Posting

Status: Reg Full-Time

Date Posted 3/4/2019

Closing Date: 3/15/2019

Minimum Pay Rate \$19.07

2nd Posting are posted for a minimum of 5 days and are open to the general public and current employees of MITW.

GENERAL DESCRIPTION OF DUTIES

Under the direct supervision of the Mechanic Supervisor, the purpose of position is to maintain, repair and overhaul all types of buses, medium duty truck, and automotive equipment, including tire repairs and / or maintenance.

EXAMPLES OF ESSENTIAL FUNCTIONS

Repair and / or replace parts as needed on vehicles.

Inspect and test equipment at prescribed intervals of time and usage or upon malfunction or breakdown.

Balance wheels to minimize wear on tires and rotate tires as needed.

Disassemble, inspect and replace worn or broken parts. Fits and adjusts new or repaired parts as requested or needed.

Test drives vehicles as to ensure the required maintenance is effective and functional.

Oil and grease motor vehicles, change filters as required and according to maintenance schedules.

Maintain part usage records and orders parts from designated suppliers.

Maintain machine tools and parts, maintaining a clean and safe work area.

Clean and wash equipment and machinery. Scrape paint, grease and accumulated material from equipment.

Sharpen and reshape drills, chisels, scrapes and redresses rough grinding wheels.

Dispose of oils, fluids and tires to meet the requirements of the EPA.

Drive / operate a tow truck, picking up vehicles as needed.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Post High School education in automotive and diesel areas, including 7-10 years' experience in mechanic operations. Must be ASE certified in at least four automotive or medium truck areas. Candidates may be considered if a combination of education, training and experience are proven.

SPECIAL REQUIREMENTS

Candidates shall be subject to a Caregiver background check/drug test and employment will be contingent on the results of said check/test.

Must not have been found guilty, pled guilty or no contest to any offense under State, Federal, or Tribal Law involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution, or crimes against persons.
Must possess or have the ability to possess a Commercial Driver's License with the S and P endorsements.
Must be able to meet the physical demands of the position, i.e., lifting 40-50 lbs, kneeling, etc.
Must have a phone and maintain a phone during employment.
Must have a valid Wisconsin Driver's License and meet the criteria to be placed on the Menominee Indian Tribe's approved drivers list and have five (5) years clear driving record.
Must successfully pass a background investigation and a reference check with previous employers.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others, such as co-workers and/or the public, on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to set-up small to moderate scale equipment or machinery. Includes the ability to install and alter various components of such according to work orders and/or specifications.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

BEHAVIORAL EXPECTATIONS

Must be able to work in a properly collegial relationship with co-workers. Must be able to interact with other departments within the Tribe in the spirit of compromise. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness, and respect, and be mutually supportive with co-workers. Must be able to maintain strict confidentiality.