



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: bev.miller@mohican-nsn.gov

## POSITION DESCRIPTION

**POSITION:** Fleet Mechanic  
**LOCATION:** P&E Office  
**SALARY:** \$18.45 Negotiable

**POSTING DATE:** 1-12-22  
**CLOSING DATE:** 1-19-22  
**PAY GRADE:** 5

**Reports to:** Executive Director

**Office/Dept.** Public

**GENERAL RESPONSIBILITIES:** The Fleet Mechanic manages the operation, maintenance and repair of the Tribe's motor vehicles and equipment of the Stockbridge-Munsee Community.

### STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description.
6. Must be COVID 19 fully vaccinated and remain up to date with required doses.

### DUTIES:

1. Assists in the development of the annual fiscal budget with the Public Works Director.
2. Assist in development of a Fleet work plan.
3. Implement and monitor expenditures for fleet office utilizing the current purchase requisition system.
4. Assesses departmental vehicle and equipment needs; making recommendations for purchase and replacement schedule.
5. Complete inspections and check-in/check-out of fleet vehicles and equipment.
6. Ensure all vehicles have mileage logs available for daily use.
7. Turn in monthly mileage logs to Public Works Director.
8. Maintain and execute vehicle and equipment lease/rental agreements and inspections.
9. Complete billing to departments for vehicle leases and rentals.
10. Maintain accurate records of vehicles and equipment.
11. Schedule and complete routine and non-routine fleet maintenance, schedule fleet usage and coordinate with the appropriate departments to ensure proper insurance coverage, vehicle licensing, driver eligibility and registration.
12. Repair all tribal vehicles and equipment for minor and major breakdowns. Schedule work for outsource repair when work is unable to be completed in house.
13. Prepares all necessary departmental reports.



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14. Must be able to work weekends and holidays, if required (for example: emergency repairs.)
15. Must maintain an acceptable departmental attendance record, be reliable and prompt when reporting to work.
16. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
17. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
18. Complete and maintain GSA vendor certification for the department.
19. 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.

## **QUALIFICATIONS:**

1. Must possess a High School Diploma. An Associates in Automotive Technician or ADE certifications A1, A4, A5 and A6 is preferred.
2. Must have 3 years of working experience in general management of vehicle and equipment repair, budgeting and report writing to be eligible for an interview.
3. An Associate degree in management is desired.
4. Must be able to obtain and maintain coverage under the employer's liability insurance.
5. Must be proficient in Microsoft Word and Excel, may be required to satisfactorily complete an exam or other testing required to determine skill proficiency.
6. Must be organized and have an eye for detailed record keeping.
7. Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.
8. Must be dependable.
9. Must submit to a Criminal Investigation Background Check.
10. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
11. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
12. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
13. Must meet the physical requirements of the position such as sitting, standing, climbing, walking, lifting up to 75 lbs., occasionally pulling, pushing, grasping, reaching, stooping, crouching, and crawling.



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14. Must abide by the departmental and organizational safety guidelines/ testing such as uniforms or safety gear.

SUBMIT APPLICATION TO:

Human Resource Department  
P.O Box 70  
W12635 Cty A  
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER.**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

New Position:

Tribal Council Approved:

**Apply online at:**

**[www.mohican-nsn.gov](http://www.mohican-nsn.gov)**