

JOB DESCRIPTION

JOB TITLE: Wood Cutting Project Supervisor

DEPARTMENT: Eastern Shoshone 477 Program

SUPERVISION: John Wadda, 477 Director

SALARY: \$18.00 per hour

CAREER STATUS: Full-time

GENERAL STATEMENT:

Supervisor trainees in all aspects of the wood processing project with the day-to-day operations.

DUTIES AND RESPONSIBILITIES:

- Ability to perform all aspects of wood cutting, adherence to Health and Safety' protocols. Supervise the shop floor, working daily production schedule. Monitor maintenance of all equipment
- Performs other duties as assigned to maintain and enhance the operation of the program.

Performances standard and evaluation factors:

- Shoshone Tribes Employee Performance Evaluation after 90-day probation period
- Shoshone Tribes Employee Performance Evaluation on a yearly basis
- Shoshone Tribes Personnel Policies and Procedures Manual for Employees

QUALIFICATIONS:

- Must have a valid driver license.
- Must complete the employment application.
- Successful completion of a pre-employment drug test.
- Two (2) years production experience. Saw mill experience or equivalent type work Leadership and communication skills.
- Able to complete equipment training (in-state or out-of-state) More qualification list at 477 Office.

SPECIAL REQUIREMENTS:

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening and background check prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern Shoshone Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.

I have read and understand the duties and responsibilities of my position. By signing I am in agreement to the requirements and will abide by the stipulations in the job description and the Policy and Procedures Manual.

Employee Signature

Date

Supervisor Signature

Date