



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Wood Cutting Program Supervisor
DEPARTMENT: Eastern Shoshone 477 Program
SUPERVISION: 477 Director
SALARY: \$19.25
OPENING DATE: 6/4/2025 **CLOSING DATE:** Open until filled

POSITION SUMMARY:

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 process, adherence to Health and Safety protocols.
- Supervise and coordinate activities of workers engaged in cutting, culling, loading and unloading wood.
- Manage a team of wood cutters, ensuring efficient and safe operations while adhering to production schedules and quality standards.
- Ensuring work areas and cutting areas are clear of debris and hazardous items.
- Safely inspect, monitor maintenance of all wood program equipment and vehicles accordingly.
- Keep records of production, safety incidents, vehicle and equipment maintenance.

QUALIFICATIONS:

- Must have a valid driver license
- Must have a high school diploma or equivalent GED
- Working with measurements and dimensions mathematically.
- Successful completion of a pre-employment drug test.
- Two (2) years of production experience. Chainsaw, sawmill experience or equivalent type of work.
- Leadership, supervisor and communication skills are a must.

- Ability to work well with others, team members and colleagues.
- Able to complete equipment training (in-state or out-of-state)
- Must be CPR and First Aid certified or attain certification in both

SPECIAL REQUIREMENTS:

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

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state **“See Resume”** for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to lmorgan@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.