



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

NOTICE OF EMPLOYMENT

POSITION: Wood Program Laborer
DEPARTMENT: Eastern Shoshone 477 Program
SUPERVISION: 477 Director
SALARY: \$15.44
OPENING DATE: September 10, 2025 **CLOSING DATE:** September 24th, 2025

POSITION SUMMARY:

In wood processing projects with the day-to-day operations.

DUTIES AND RESPONSIBILITIES:

- Ability to perform all aspects of wood cutting process.
- Adhering to Health and Safety protocols, also while operating equipment/driving.
- Operating and maintaining chainsaws & other cutting equipment.
- Identifying and selecting trees for cutting based on size, type and quality.
- Transporting logs and lumber to designated areas for processing.
- Assist in loading, unloading wood stack/cord deliveries.
- Ensure work yards and cut areas are clear free from debris or hazardous items.
- Communicate effectively and efficiently with team members, co-workers and supervisors.
- Inspect vehicles and equipment daily and report maintenance needs.

QUALIFICATIONS:

- Must have a valid driver license and clean driving record
- Comfortable working outdoors in various weather conditions
- Physical stamina and strength to lift heavy materials/equipment
- Successful completion of a pre-employment drug test.
- Must have a wood cutting experience, chainsaw, ax, or sawmill experience.
- CPR and First Aid certified or willing to attain certifications.
- High School diploma and or GED.

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.