



Pride Of The Ojibwa

LCO CONSERVATION DEPARTMENT
13394 W Trepania Road Building 1
Hayward • Wisconsin • 54843
PHONE (715) 634-0102 • FAX (715) 634-0107

*****Job Announcement*****

Firewood Lot Attendant (Seasonal)

Organization: Lac Courte Oreilles Tribal Government
Job Title: Firewood Lot Attendant (Seasonal)
Open Date: August 28, 2018
Closing Date: September 12, 2018
Salary: D.O.Q.
Supervisor: LCO Conservation Director

SUMMARY

The Firewood Lot Attendant will record and monitor the amount of firewood generated on a daily basis. This will be a seasonal position. The Firewood Lot Attendant will work 2 days a week (Tuesday & Saturday).

QUALIFICATIONS:

- Mature Adult. Tribal Preference Applies.
- Effective oral and written communication skills are required.
- Must be dependable, reliable, accurate, and self-assertive.
- Must possess excellent customer service skills.
- Must be able to work weekdays and/or weekends.
- Must be able to work in all weather conditions.
- Must have a valid driver's license and reliable transportation.
- Must be able to pass a criminal background check.
- Must be able to pass a pre-employment drug screen and any random drug screens thereafter.

DUTIES:

- Open and secure the Firewood Lot on a daily basis.
- Check, monitor, and validate Tribal Members Firewood punch cards.
- Check for proper identification.
- Maintain a daily activity log.
- Completing a weekly report to the Director of Conservation.
- Inform all Tribal Members of guidelines and regulations of the Firewood Lot.
- Report any violations, incidences, accidents, or criminal activity to the Lac Courte Oreilles Conservation Department or Police Department.
- Check, monitor, and report any illegal dumping or violations to the proper authorities.

Application Procedure:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website), along with a cover letter, resume, at least three (3) personal reference letters, and any other supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

Mail or Submit information to:

Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843