

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Cemetery Crew  
**Department:** Facilities/Maintenance  
**Hourly Rate:** \$15.00  
**Full Time:** 40 Hours/Week (*Limited Term Employment*)  
**Exempt:** No/Hourly  
**Supervisor:** Facilities Manager  
**Posting Date:** Public  
**Opens:** February 16, 2024  
**Closes:** March 1, 2024, at 4:30 pm  
**Posting Date:** Public  
**Opens:** March 12, 2024  
**Closes:** Open Until Filled



**Summary:** The Cemetery Crew is responsible for the overall maintenance, preparation, and cleanness of the Cemetery grounds and individual plots.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Cemetery Crew members will be required to work in all types of weather conditions and must be adaptable to changing conditions.
- This is a physically demanding job that requires the frequent use of hand tools, power tools, and motorized equipment.
- Consistent attendance is always expected due to the timetable established for each funeral arrangement.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## **Education and/or Experience:**

### **Required:**

- Must be 18 years of age or older.
- Must be knowledgeable in riding lawnmowers, push mowers, weed whackers, and hand tools.

## **Other Skills and Abilities:**

### **Required:**

- This is a preferred driver position, but not required. If unable to drive, must be willing to collaborate with other staff with supplies are needed.
- Must possess a good attendance record; be self-motivated, able to work independently with minimal supervision.

## **Background Check:**

- This position is contingent on the required ability to pass a Bad River background check.
- This position will have a driver check, to meet eligibility for tribal insurance.

## **Language Skills:**

- Must possess good oral and written communication skills.

**Reasoning Ability:**

- Must possess a good past work record; be self-motivated, and be able to work independently with minimal supervision.
- Must possess good interpersonal skills and the ability to relate well to people with objectivity and courtesy.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Must be able to engage in physical activity daily. Must be physically able to observe all mandatory equipment safety regulations. Must be able to lift 40 lbs plus with relative ease. May be subject to prolonged periods of sitting, walking, standing, bending, and stooping. Subject to inside and outside environmental conditions.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to primarily outside work sometimes in inclement environments including hot, and buggy areas. The noise level may be moderate to loud.

**Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe  
Attn: Human Resources  
P.O. Box 39  
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)  
[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)