

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Bad River Sawmill Project Coordinator (SMPC)

Department: Facilities/Maintenance

Hourly Rate: \$22.00 – \$24.00 (DOQ)

Full-Time (LTE) Dependent Upon External Funding

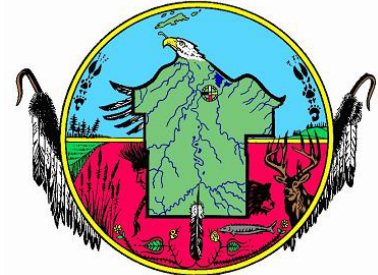
Exempt: No/Hourly

Supervisor: Facilities Manager

Posting Date: Public

Open: April 17th, 2026

Closes: May 7th, 2026 @ 4:30pm



Position Responsibilities:

The Bad River Sawmill Project Coordinator (SMPC) will be a full time position placed under the direction of the Bad River Facilities Department. The SMPC will take the lead in developing the Bad River Sawmill Project policies and procedures with guidance from all tribal stakeholders such as legal, administrative, facilities and necessary others. The SMPC will work with Facilities Manager in procuring and setting up a start-up operation.

The SMPC must be knowledgeable in most aspects of processes turning trees into lumber and firewood. If gaps in knowledge exist, must be willing to attend trainings and apply what is learned with a sense of can-do.

The SMPC will perform day-to-day management of sawmill, keep a daily productivity log and check in daily with supervisor, operate all equipment using personal protective equipment (PPE), maintain equipment, foresee supply needs, set goals and meet them for board and firewood production, maintain and track inventory, find end users for product.

As the project develops the SMPC will be assisting with reporting requirements per the funders specific guidelines; aid in all future grant writing submissions to sustain or expand the program.

A minimum of 32 hours per week must be worked to maintain full fringe benefit. A flexible schedule is negotiable as long as clocked hours reach 32 minimum/40 maximum.

Must attend recommended. Must attend all recommended tribal or state related meetings as it pertains to the Sawmill Project. Must perform all other duties as assigned by the Manager of Facilities Department.

Physical Requirements: Must be able to work outdoors in all season weather. Must be able to lift 50 lbs. Must be able to twist, bend and life properly or willingness to attend ergonomic movement training. Must be in good physical shape.

Position Qualifications:

High School diploma or its equivalent. Minimum 2 years' experience in saw mill operations, forestry, logging or similar field or a combination of training and experience. Must have basic knowledge of sawmill operation, skill with a chainsaw, skid steer experience helpful. Must be willing to learn and apply what is learned. Must be alcohol/drug free during all work hours, no exception. Must be a self-starter and demonstrate the ability to follow directions; be able to work with minimal supervision; demonstrate common sense, have good previous work record. Must have strong oral communication skills; basic computer applications skills; Must meet eligibility requirements for coverage under the Tribe's Auto Insurance Policy. Subject to background security checks. **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 & Procedure Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

The Bad River Tribe is a 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 & Procedure 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

HRassistant@Badriver-nsn.gov