

**Sitka Tribe of Alaska**  
**Job Description**

**JOB TITLE:** Tannery Technician

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|-------------|----------------------------|-----------------|-----------------------------|
| Benefits:   | No                         | Salary Range:   | \$12-\$15 hr (+prod. bonus) |
| Department: | Sitka Tribal Tannery       | Hours:          | Varies                      |
| Reports to: | Econ. Development Director | Effective Date: | April24, 2014               |
| Revised By: | Econ. Development Director | Approved By:    | STA General Manager         |

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**I. SUMMARY**

The Tannery Technician is responsible for being familiar with tannery productions and assisting with all aspects of tannery processing. On occasion, the Tannery Technician may be required to work independently.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

**A. General Responsibilities and Duties**

- Tan furs and skins, especially seal, sea otter, bear, and mountain goat as necessary to keep production at the tannery running as effectively and efficiently as possible
- Tan the various skins
- Perform routine preventative maintenance on tannery equipment
- Maintain a safe and clean working environment
- Maintain daily logs (pH, salinity, and discharge logs)
- Do intakes of skins to make sure they are acceptable for tanning, and how to document the whereabouts of skins throughout the process
- Provide excellent customer service in their interactions with customers, either in person or on the telephone

**B. Meetings, Reports and Other**

- Keep Supervisor informed concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing problems
- Attend STA all staff meetings
- Participate in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year.
- Respond to questions/comments in a courteous and timely manner
- Other duties as assigned by direct supervisor

**III. MINIMUM QUALIFICATIONS**

**A. Education and/or experience**

- High School Diploma or GED
- Possess a valid Alaska driver's license or have the ability to obtain one within 30 days of hire
- Past experience in tanning furs and skins, especially seal, sea otter, bear, and

- mountain goat. Has tannery experience or worked with tanning skins in the past
- Must be able to work flexible hours to teach tanning

**B. Knowledge, skills and abilities**

- Has knowledge of and is capable of performing all aspects of commercial tannery processing (i.e., check-in, shaving, fleshing, tanning, drumming, etc.) either under direct supervision to start and eventually independently
- Ability to work independently
- Physical ability to carry or move up to 50 Lbs
- Must provide own reliable transportation
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)

**IV. PREFERRED QUALIFICATIONS**

**A. Experience and skills**

- Past experience:
  - o Working in positions that require excellent customer service skills
  - o Tanning furs and skins and caring for green hides

**V. PREFERENCE**

Tribal Native Preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

**VI. CRIMINAL BACKGROUND CHECK**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check. No individual who has been convicted of any crime involving a sexual offense may fill this position. The policy prohibits any person from holding this position if the individual has ever been convicted of a felony crime, or two or more misdemeanor crimes, involving theft or dishonesty. The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

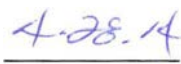
**VII. DRUG AND ALCOHOL FREE WORKPLACE**

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug unlawfully or under the influence of alcohol.

Approved by:   
General Manager

Date: 

Received by: \_\_\_\_\_  
anager

  
Date