

**Sitka Tribe of Alaska  
Job Description**

**JOB TITLE: Tannery Technician I**

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Exempt:	No	Salary Range:	\$13.50 - \$15.00hourly
Benefits:	Yes	Hours:	Varies
Department:	STE	Reports to:	Tannery Manager
Prepared By:	Econ Dev. Director	Effective Date:	June 11, 2019
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 the tannery process. On occasion the Tannery Technician may be required to work independently.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:**

- Become familiar with and capable of performing all aspects of commercial tannery processing, either under direct supervision or independently, including but not limited to check-in, shaving, fleshing, tanning, drumming.
- Assist the Tannery Technician II to perform routine preventative maintenance on tannery equipment.
- Maintain a clean working environment.
- Maintain daily logs (pH, salinity, and discharge logs)
- Provide excellent customer service in their interactions with customers, either in person or on the telephone
- Handle cash, as requested by supervisor
- Other duties as assigned by direct supervisor

**Meetings, Reports and Other:**

- Keep supervisor informed concerning work progress, including present and potential 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**

**Education and/or experience:**

- High school graduation or GED
- Possess a valid Alaska driver's license

**Knowledge, Skills and Abilities**

- Experience working with Sitka Tribe of Alaska or other federally recognized tribal governments in Alaska.
- Ability to work independently
- In previous employment, demonstrate the ability to be a reliable worker (show up on

- time and consistent with the required work schedule)
- Ability to lift 50 pounds or more
- Strong customer service skills
- Experience with collaborative projects and programs
- Experience tanning furs and skins. Experience in caring for green hides a plus
- Must provide own transportation

#### **IV. STA BACKGROUND CHECK REQUIREMENTS**

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 and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense.  
Who has ever been convicted or plead no contest to two misdemeanors or one felony crime 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.

#### **V. 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 used unlawfully or under the influence of alcohol.

#### **VI. PREFERENCE**

Tribal Preference applies as outlined in the STA Hiring Policy and Procedure