

**NORTHERN CHEYENNE TRIBE
TRIBAL TRANSPORTATION PROGRAM/TRANSPORTATION PLANNING
*JOB ANNOUNCEMENT***

POSITION: Roads Foreman– Seasonal

SALARY: \$40.00 p.h.

SUPERVISOR: NCDOT Director

OPENING: March 17,2017

CLOSING: March 24, 2017

HOW TO APPLY: Pick up and submit an application along with a current resume', with references, three current letters of recommendation, valid Montana commercial driver's license, current driving record, and copies of credentials to the Human Resource Office. P.O. Box 128 Lame Deer, Montana 59043

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

A. MAJOR DUTIES:

Supervise and directs crew of skilled and unskilled workers engaged in highway construction work involving such operations as clearing and grubbing of right-of-way, earthwork excavation, bridge (timber), and culvert installations, concrete curb and gutter, hot mix asphalt and rock crusher operations, and aggregate surfacing operations, all in accordance with approved plans and specifications. As need arises, acts as working foreman and performs the necessary operation of roads heavy construction equipment. Works with his men in all features of the construction operations, to the end, that the work will progress smoothly and efficiently due to his presence as a lead worker and supervisor.

Makes assignments and reassignments to employees to maintain an even flow of work, instructs employees on how tasks are to be performed, and helps journeymen accomplish assigned tasks when problems are encountered. Makes minor adjustments in method of day-to-day operations, reviews and inspects the work to insure proper performance. Appraises crew and takes actions as needed to improve skills, increase job satisfaction, improve conduct, resolve employee problems, and develop team spirit.

The incumbent is directly responsible for roads equipment assigned to him on construction work; the various types of equipment include motor graders, tractors, bulldozers, motorized scrapers, loaders, gravel crushers, tractor-truck and trailers, heavy duty trucks, pickups, oil surfacing equipment, and other related machinery. Incumbent is responsible for the servicing, general maintenance and repairs of the equipment, including running repairs accomplished on the project; as well as being responsible for keeping the equipment in operating condition.

Assists the supervisor in the preparation of equipment operation records, maintaining time and attendance reports, requisitioning of materials and supplies, keeping cords of units of work performed on projects, and to promote and supervises a safety housekeeping program for the branch.

Incumbent will have direct supervision over eight (8) to twelve (12) skilled operators (bulldozer, scraper, motor grader, roller, etc.) and from five (5) to ten laborers (10) (building fence, setting culverts, raking slopes, building cattle guards) and six (6) men placing curb and gutter forms and concrete.

Incumbent of position will be required to serve in the capacity of construction foreman at various locations within the Northern Cheyenne Reservation depending on the need.

1. KNOWLEDGE REQUIRED BY POSITION

Incumbent must be a fully qualified operator which includes a thorough knowledge of operating various types of heavy machinery. In addition, he must have the skill to fully perform finish work with at least two types of machines. He must be able to read and understand blueprints, understand and be able to make quality control tests on earth, concrete and gravel aggregates. Must have knowledge of equipment maintenance and repairs. Must have MT. CDL

2. SUPERVISORY CONTROLS

Position is under the supervision of the NCDOT Director and in accordance with established policies, procedures and practices. The incumbent is responsible for the accomplishment of men, equipment, and supplies furnished him to carry out the actual work of the road construction force account program. Incumbent is furnished complete detailed project plans for the project. He receives general instructions and technical guidance as required. Work is checked regularly for adequacy and accuracy. Trains apprentice operators and instructs subordinates on safety techniques and regulations.

8. PHYSICAL DEMANDS

Requires normal degree of strength, muscular coordination and endurance to perform assigned duties. Some uplifting and carrying is required, occasionally items exceeding 50 pounds. The incumbent of this position will be required to operate a Northern Cheyenne owned or leased vehicle in the performance of assigned duties.

9. WORKING ENVIRONMENT

Approximately 98 percent of the work is performed outside, often under adverse weather conditions. Is subject to constant vibrations and high noise level as well as bouncing and jostling while operating machinery.

