

**NORTHERN CHEYENNE TRIBE
TRIBAL TRANSPORTATION PROGRAM/TRANSPORTATION PLANNING
JOB ANNOUNCEMENT
RE - ADVERTISEMENT**

POSITION: Working Foreman – Seasonal

SALARY: \$38.00 per hour

SUPERVISOR: Roads Foreman

OPENING: March 29, 2017

CLOSING: April 12th, 2017

HOW TO APPLY: Pick up and submit an application along with a current resume', with references, three current letters of recommendation, valid Montana 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

MAJOR DUTIES:

The incumbent serves as a lead person for a crew engaged in sign erection; culvert installation; fencing; erosion control; clearing and grubbing; minor concrete work; hand finishing roadway slopes; general final clean up of a project or other similar segments of the projects. On paving projects the Foreman I may serve as the asphalt lay down foremen.

The Foreman 1 must determine appropriate equipment, tools, and crew size required to perform work assigned by the Foreman, who is the general supervisor of the project.

The incumbent is: (1) responsible for assigning equipment operators, truck drivers or laborers specific duties related to the work being performed;
 (2) a working Foreman who uses tools and operates equipment or trucks to instruct or demonstrate proper techniques.

Ensures proper materials of adequate quantity are at the work site. Keeps records of materials used and time spent on the work.

Ensures safety signs are in place and all rules are followed.

Provides the Foreman with written performance appraisals of workers assigned to the crew.

Directs work to be performed in conformity with project plans, specifications and instructions of the Foreman.

Is responsible for recording time worked, certifies crew's individual time records are correct and submits to Foreman.

SKILLS AND KNOWLEDGE:

Incumbent must possess road construction equipment operating skills on at least two types of equipment.

Must be able to read and understand highway plan drawings, and specifications. Must be able to use arithmetic, i.e., to determine area and volume. Must be able to write project reports and performance appraisals.

Must know proper and safe equipment operation and truck driving techniques.

Must be skilled in paving projects; must have knowledge of hot asphalt lay down techniques.

RESPONSIBILITY:

Position is under the supervision of the Foreman, Roads,. The incumbent is responsible for performing in accordance with standards, policies, procedures and practices established in the Rocky Mountain Region.

Incumbent will have responsibility for supervising crews of; 1-4 equipment operators, 1-10 laborers, flaggers and/or truck drivers as assigned to the work.

In the absence of the Foreman, the incumbent will act as the general project Foreman. This position also serves as a training position for entry to the Foreman, level

PHYSICAL DEMANDS

Work requires normal degree of strength, muscular coordination and endurance to perform construction activities. Some lifting (over 50 lbs), carrying, shoveling, raking, chopping, pounding, climbing, pulling or pushing is required.

WORKING CONDITIONS

The work is performed outside or in a vehicle. All types of weather conditions are encountered, dusty and noisy conditions are common. The dangers associated with trucks, equipment, heights and construction in general will be present.

EXPLANATORY STATEMENTS

The incumbent is required to operate a N.C.D.O.T vehicle and must be in possession of a valid Montana State driver's license.

