

**NORTHERN CHEYENNE TRIBE
DEPARTMENT OF TRANSPORTATION
CONSTRUCTION
JOB ANNOUNCEMENT
FY2017**

POSITION: **Laborer, (5 positions)**
 Laborer / Flagger (4 positions)

SALARY: Davis – Bacon Wages

SUPERVISOR: Working Foreman, NCTTP

OPENING DATE: April 5, 2017

CLOSING DATE: April 19, 2017

HOW TO APPLY: Pick up and submit an application along with a current resume', with references, three (3) current letter of recommendation, and copies of credentials to the Human Resource Office. P.O. Box 128 Lame Deer, Montana 59043

**** Must include Flagger cert, Montana Driver's license and copy of driving record if your application is to be considered for the Flagger position.

**** When filing your application, be specific if you want to be considered for Laborer, or Flagger/Laborer.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Summary of Work:

The Incumbent will be responsible for the Road Construction labor and Flagging, in accordance with all safety regulations and procedures.

Specific Duties:

- 1.) Perform traffic control and flagging activities as needed; follows safety rules and regulations on all work zone and flagging sites, including placing signs, barricades, traffic cones and other warning devices; duties may vary according to job assignment.
- 2.) Operates pickups and flatbed trucks (not required a CDL), and miscellaneous hand tools in accordance with all safety regulations and procedures; conducts routine equipment maintenance and daily equipment inspections according to State standards.
- 3.) Performs basic road repair and maintenance tasks; reports safety hazards and traffic problems.
- 4.) Performs manual labor assignments as needed, cuts brush with hand tools, chips, loads and hauls brush, removes dead animals along BIA/Tribal roads, clears rights-of-way of brush and other debris to improve visibility or diminish road hazards.
- 5.) Responds to emergencies as directed and performs tasks in the interest of public safety and property protection during emergencies.

Requirements and qualifications:

- 1.) Pass Pre-employment Alcohol and Drug Testing
- 2.) High School Diploma OR GED certification or equivalent

- 3.) Posses a valid Montana Driver's License
- 4.) Must be able to work independently
- 5.) Current Montana State Traffic Control Flagger card. **(if applying for the Flagger/Laborer)**

Preferred qualifications:

- 1.) Experience in Road Construction
- 2.) CPR/First Aid Certified

Knowledge, Skills and Abilities: Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organizes work and complete tasks within prescribed timeframes. May be required to work over 40 hours in a work week.

Ability to:

- Perform routine manual labor tasks including heavy lifting and carrying in excess of 50 pounds, pushing and pulling.
- Read, understand and enforce safety rules and regulations.
- Establish and maintain effective work relationships with coworkers and supervisors.
- Remain composed and professional in stressful situations.
- Drive a pick-up truck or other light vehicle in a safe and courteous manner.
- Pickup, sweep and shovel material.
- Perform routine manual labor tasks including regular strenuous physical exertion.
- Deal courteously and tactfully with the general public.
- Understand and execute complex oral and written instructions.
- Operate a backhoe, forklift, or small equipment to complete tasks.

Physical Demands: The field duties and operating equipment require walking on various type of surfaces, sitting, standing, often for long periods, maintaining balance, climbing stairs and inclines, bending, stooping, reaching, pushing, pulling, twisting. Requires a sense of touch, finger dexterity, gripping with fingers and hands, lifting and transporting up to 50 pounds and occasionally moving up to 70 pounds. Ability to operate passenger vehicle. Requires ability to discern normal voice conversations and alarms, to convey information and have close, far, side vision with depth perception. Ability to work outside the adverse weather conditions such as, exposure to direct sunlight, outside temperature extremes, dampness, Ice and snow, noxious weeds and plants, dust, pollens and insect stings. Requires wearing of safety equipment as prescribed by the NTPP and management. Additional hazards are possible as it relates to maintenance operations.

Acknowledgements: The statements herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

