

**NORTHERN CHEYENNE TRIBE
DEPARTMENT OF TRANSPORTATION
CONSTRUCTION**

POSITION: Laborer, (2 positions)

SALARY: \$28.30p/h

SUPERVISOR: Construction Foreman

OPENING DATE: May 18, 2023

CLOSING DATE: May 24, 2023 @ 4pm

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lama Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lama Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)

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 (CDL not required), 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.) Possess a valid Montana Driver's License
- 4.) Must be able to work independently

Preferred qualifications:

- 1.) Experience in Road Construction
- 2.) CPR/First Aid Certified Current
- 3.) Montana State Traffic Control Flagger card.

Knowledge, Skills and Abilities: Appear for scheduled work with regular, reliable and punctual attendance. **Due to the construction schedule, this position will not be eligible for Administrative Leave and will continue to work when Admin Leave is granted.** 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 NTTP 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.