

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

**POSITION:** Laborer – Seasonal  
6 Positions

**SALARY:** \$36.01

**SUPERVISOR:** Foreman

**OPENING DATE:** April 29, 2024  
2024

**CLOSING DATE:** May 9,

**HOW TO APPLY:** Submit a completed application, RESUME, (3) current (within one year) letters of recommendations, one must be a current/past employer, Tribal Certification (if claiming Tribal preference), a DD214 (if claiming Veteran preference), College transcripts (if claiming college education), Valid Driver's License, and current Driving Record to: Northern Cheyenne Tribe, attn: Human Resources Office, PO Box 128, Little Wolf Capitol Building, Lame Deer, MT. 59043.

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

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

**Summary of Work:**

The Incumbent will be responsible for the Road Construction labor duties including: sign installation, concrete forming and pouring, asphalt and sidewalk demolition, crack routing and sealing, ROW clearing and fencing, and other duties as assigned.

**Specific Duties:**

- 1.) Responsible for labor intensive work on asphalt and sidewalk removal and replacement projects. Work efficiently and safely with others.
- 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.) Must be able to work independently

**Preferred qualifications:**

- 1.) Experience in Road Construction
- 2.) Possess a valid Montana Driver's License
- 3.) CPR/First Aid Certified

**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.

**PREFERENCE IN HIRING:**

In accordance with the hiring preference policy of the Northern Cheyenne Tribe, first preference in hiring for this position will be given to qualified enrolled members of the Northern Cheyenne Tribe. (Attachment of Tribal Identification or Enrollment Certification must be provided)

