

**NORTHERN CHEYENNE TRIBE**  
**Morning Star Sanitation**

**POSITION:** Sanitation/Propane Technician

**DEPARTMENT:** Morning Star Sanitation

**ACCOUNTABLE TO:** General Manager

**CLASSIFICATION:** Regular, Full-time, Covered

**OPENING DATE:** 6/20/2024

**CLOSING DATE:** 7/10/2024

**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, Lame 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, Lame 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:**

Responsible for operating a company service truck and driving to various locations to service/pump/clean portable restrooms or holding tanks. Hired individual will also be cross-trained as a propane technician to assist the propane truck driver during the off season of sanitation.

**JOB CHARACTERISTICS:**

**Nature of work:**

Morning Star Sanitation located in Lame Deer, MT is looking to hire a Sanitation Driver/Propane Technician. Our Sanitation/Propane Technician will be responsible for driving a sanitation truck on specified routes to mechanically collect waste and transport it to appropriate disposal sites. Daily work will involve heavy industrial lifting, lifting waist high, gripping with hands, moving at a brisk consistent pace, and occasional bending. This position will also be responsible for safely, efficiently, and courteously serving customers. The position is Monday through Friday starting at 8:00AM ending at 5:00PM or when route is done. This position requires an open schedule for on-call and some weekends.

**Personal Contacts:** Position **requires** to have contact with the general public.

## **Supervision Received: General Supervision**

**Essential Functions:** Incumbent **must** be able to

- Conduct daily pre-shift & post-shift vehicle inspection & report deficiencies to shop immediately. Also, report improper operation, faulty equipment, and unusual conditions to the Operations Supervisor/Manager.
- Operate service truck to and from pre-designated work sites based on daily routing information.
- Maintain telephone or radio contact with dispatch to receive additional instructions, changes to work locations, etc.
- Service portable restrooms, holding tanks, sinks, showers, etc., at various work sites by following the Company's servicing guidelines.
- Restock paper products, hand sanitizer, soap, etc. in units being serviced.
- Clean interior and exterior of units and add chemical solution to portable restroom units.
- Maintains truck logs according to state and federal regulations.
- Follow all established safety rules & regulations.
- Special/Other projects as assigned by management

## **JOB REQUIREMENTS:**

**Knowledge:** Incumbent **must** have knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction

### **Skills:**

- Customer Service
- Teamwork
- Time Management
- Communications
- Decision Making and Problem Solving

### **Physical Abilities:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit, stand and walk, sometimes long distances. The employee is required to reach with hands and arms. The employee may occasionally also stoop, kneel, crouch or crawl. The employee must

occasionally lift and/or move between 50 pounds and 150 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision & ability to focus.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but not limited to the following:

- ✓ Performs assigned duties.
- ✓ **Must** agree to and sign waiver for pre-employment drug testing.
- ✓ Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.

### **Education and Experience:**

The above Knowledge, Skills and Abilities are typically acquired through a combination of education and experience equivalent to the following:

- ✓ **Must** be an age of 21 years or older.
- ✓ **Must** have a valid Montana Driver's License and be insurable.

### **PREFERNCE 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)