

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

POSITION: Laborer, (4 positions available)

SALARY: \$20.00-\$25.00

SUPERVISOR: Colton Small

OPENING DATE: April 14, 2021

CLOSING DATE: OPEN UNTIL FILLED

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

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Summary of Work:

The Incumbent will be responsible for the Construction labor duties including: post-frame construction, demolition and debris removal, roofing demolition and installation, concrete, site clearing, and other duties as assigned. Must follow all COVID guidelines and social distancing set forth by CDC and Tribal Leadership. Emergency hire up to four (4) weeks.

Specific Duties:

- 1.) Responsible for labor intensive work on demolition, roofing, site clearing, and post-frame construction 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 standards.
- 3.) Performs basic construction 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, strip asphalt roofing, install metal roofing, install posts and beams.
- 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 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.