

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

*****VACANCY ANNOUNCEMENT *****

POSITION: Site Supervisor
Permanent Full-Time
PROGRAM: Tribal Security
LOCATION: Concho Reserve, Concho, OK
Shifts Vary
ISSUED: September 7, 2022 **CLOSING** Until Filled

GENERAL DESCRIPTION:

The Cheyenne and Arapaho Tribes Site Supervisor is under the direct supervision of the Director of Security. All Concho Security Officers will report to the Site Supervisor who is responsible for providing a safe and secure workplace for all Cheyenne and Arapaho Tribal employees, clients and vendors in Concho, Oklahoma.

DUTIES:

- The Site Supervisor will oversee the daily operations of the tribal security officers assigned to the Concho area to ensure the safety and security of all Tribal employees and property.
- Will oversee and assist the security officers in performing building, property checks and welfare checks on other Tribal Programs during assigned shifts.
- Responsible for training new security staff, scheduling security staff and appointing them to their designated shifts and providing a copy of the schedule to the Director of Security
- The Site Supervisor will be on call and responsible for taking call ins and keeping a record of absences or tardiness and provide a copy to the Director of Security
- Is responsible for coordinating with the Director of Security in filling any vacancies at the Concho job site
- Is responsible for recommending disciplinary actions (in writing) to the Director of Security
- Responsible for turning in all shift reports, incident reports, fuel man receipts and checking all time sheets. Completes check requests and other office administrative duties. Oversee the camera surveillance of the Concho campus.
- Ensure all leave forms are filled out correctly and preapproved by the Director of Security before leave can be taken.

- Responsible for all equipment maintenance and accountability assigned to the Concho site and is to report **immediately** any broken or lost equipment to the Director of Security followed by an incident report.
- All other duties as assigned by the Director of Security.

QUALIFICATION:

- High School diploma or GED certification
- Must possess a valid Oklahoma Driver's License and have reliable transportation
- Must be 21 years of age
- Must have security training C.L.E.E.T phase I and II and Use of Force
- Must be able to complete C.L.E.E.T Phase IV
- Must have some security supervisory skills in the management of staff members
- Must be willing to work flexible hours (On Call Status) which will include some nights and weekends during high alert status
- Must be computer literate with knowledge of the Microsoft Office suite.
- Must be able to pass a pre-hire drug test, and submit to random drug testing.
- Must be able to pass a criminal background check
- Must not have pending felony charges or convictions or High Risk Misdemeanors Such as; DUI, DWI, Thefts, Drugs, Sex Offences, Domestic violence, or other related convictions as defined by the C.L.E.E.T guidelines.
- Must be in good physical condition
- Must have good oral and written communication skills
- Must have adequate knowledge of safety standards
- Native American preference and all qualified persons are welcome to apply
- Must be able to provide an MVR (Motor Vehicle Report) with none of the following discrepancies for vehicle insurance purposes.

Commercial Automobile Coverage

Driver Guidelines:

The insurance carrier has established MVR guidelines to assist you with respect to placing employees in driving positions. Employees with the following violations on their records would not be considered acceptable by the carrier and should not be placed in a driving position by you:

No valid driver's license

Suspended, denied or revoked license

Two or more suspensions with reinstatements

Two or more at-fault accidents

Three or more moving violations

Any combination of three or more moving violations, at fault accidents and suspensions with reinstatements

Any of the following major violations:

Operating under the influence of alcohol or drugs – DUI or DWI
Hit and run
Vehicular homicide, manslaughter or assault
Operating vehicle without permission of the owner
Operating vehicle being used in the commission of a felony
Racing or speed contest
Attempting to elude a police officer
Underage passenger with open container
Reckless or careless driving
Driving on the wrong side of the highway

Liability:

This insurance agrees to pay damages for bodily injury or property damage for which the insured is legally responsible because of an automobile accident resulting from the ownership maintenance, or use of a covered auto. Defense cost is out the limit of liability.

Medical payments:

The insurer will pay all reasonable and necessary medical and funeral expenses incurred by an insured because of bodily injury caused by an accident. The insured is defined as the named insured, the named insureds, employees and guests, and any other person occupying a covered auto. These payments are made without regard to fault.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov