***VACANCY ANNOUNCEMENT***

POSITION: LEAD LABORER/EQUIPMENT OPERATOR

PROGRAM: Road Maintenance Program (RMP)  DEPARTMENT: Transportation

EMPLOYMENT STATUS: Full-Time/Permanent, Non-Exempt

LOCATION: Roads Building, 101 E. White Rabbit Road, Concho, OK

ISSUE DATE: December 2, 2022  CLOSING DATE: Until Filled

DUTIES & RESPONSIBILITIES:
The Lead Laborer/Equipment Operator (LEAD LABOER/EQUIPMENT OPERATOR) shall fall under the direct supervision of the Foreman/Field Supervisor and the general supervision of the Roads Program Director while working cooperatively with the General Laborer I and General Laborer II. The LEAD LABOER/EQUIPMENT OPERATOR shall be primarily responsible for operating small machinery to heavy equipment and tasked with performing manual labor to ensure routes along Tribal lands are maintained and to ensure driveways and/or other special projects are improved according to specific scopes of works. The LEAD LABOER/EQUIPMENT OPERATOR shall be responsible for the safe and proper use and operation of tools, small machinery to heavy equipment. The LEAD LABOER/EQUIPMENT OPERATOR is assigned tasks to perform dirt work, compaction of subgrades, grading slopes for proper drainage, installation of road signs and sign posts, and should also be familiar with striping, chip sealing, fog sealing, asphalt patching, culvert installation, utility relocation, and must maintain the right of ways (ROW) of Tribal routes by clearing ditches, mowing, weed eating, tree trimming, and removal of trash and/or debris. The LEAD LABOER/EQUIPMENT OPERATOR is also tasked to perform framing, forming and finishing of concrete pads, as per scopes of works for driveway improvements and improvement to provide safe access to Tribal homes. The Lead Laborer/Equipment Operator must maintain, manage, transport, store, and operate all Roads Program equipment, tools, and/or machinery in an industrious and safe manner therefore must adhere to applicable safety guidelines and/or OSHA standards. The Lead Laborer/Equipment Operator must be able to read and understand project plans/layouts, scopes-of-work, schedule of quantities, and ensure quality assurance/control of all equipment assigned in the performance of tasks. The Lead Laborer/Equipment Operator will be required to ensure equipment/tools assigned are inspected frequently for leaks, faulty components, and/or damage therefore must be able to assess and determine cause or need for repairs, able to troubleshoot minor problems, determine parts needed to repair, and/or able to
clearly clarify maintenance needs to supervisor. The Lead Laborer/Equipment Operator will be tasked with assisting the Foreman/Field Supervisor in developing construction schedules, completion of construction and/or maintenance work, creation of punch lists, and perform final inspections of projects assigned.

The Lead Laborer/Equipment Operator will assist the Foreman/Field Supervisor in developing scopes of works, project estimating, construction phasing/scheduling, change orders, and specifically inventorying, inspecting, cleaning, storing and maintaining equipment of the program/department. The Lead Laborer/Equipment Operator will be relied on to assist the Foreman/Field Supervisor in the completion of project progress reports, and maintaining records of equipment, materials and/or supplies for the Roads Maintenance Program. The Lead Laborer/Equipment Operator may assume other duties as assigned by the Foreman/Field Supervisor and/or RCP Director as deemed necessary to accommodate departmental and/or Tribal needs. The Lead Laborer/Equipment Operator:

- Must be able to use, operate, store, transport tools, small machinery to heavy construction equipment safely;
- Must be able to demonstrate applicable safety guidelines in the operation of any and all equipment, tools, and/or machinery and adhere to OSHA and/or other safety guidelines in the performance of duties;
- Must demonstrate knowledge in subgrade compaction, grading, concrete forming and finishing, asphalt patching, installation of road signs and sign posts, striping, chip seal, fog seal, culvert installation, utility relocation, clearing of ditches, mowing, tree trimming, etc.
- Must demonstrate knowledge in understanding construction material testing (CMT) and determine applicability with regard to proctors, sieve analysis, density tests for subgrade, aggregate base, and asphalt materials, and slump, air void and compression tests for concrete type materials;
- Must be willing to learn to inventory and map underground utilities on construction projects with GPS/GIS tools/equipment and create as-built drawings and/or layouts;
- Must have knowledge in basic plan reading and demonstrate ability to analyze maps and specifications;
- Must be able to develop clear organization, storage and use of materials and/or deliverables as pertinent to road maintenance, driveway improvements, and/or project management activities;
- Must be able to communicate clearly, orally and in written form, to provide daily updates and/or weekly progress to Foreman/Field Supervisor or other officials in association with projects assigned;
- Must possess the ability to communicate effectively to other professions in the transportation industry including but not limited to engineers, testing lab technicians, suppliers, vendors, and/or subcontractors;
- Must adhere to the Tribes’ Property and Supply Policies to manage any and all Tribal property in the performance of duties (i.e. vehicle usage logs, maintenance logs, incident reports, etc.) and to ensure the integrity of Tribal assets;
• Must be willing to perform light maintenance duties such as vacuuming, dusting, sweeping, mopping, etc. to ensure a clean and professional appearance of immediate workspace and further ensure the integrity of designated office space, building space, and/or equipment;
• Must be willing to work in the elements (i.e. weather, terrain, etc.) and subjected to various conditions (i.e. loading and unloading supplies, materials, or equipment, able to lift a minimum of 50 pounds, assist with safety activities, and assist with road maintenance activities, etc.) in the performance of job duties;
• Must be able to maintain an adequate record keeping system to ensure data collection (load tickets, invoices, inventory of materials/supplies) retention, and reporting and to further safeguard and protect documents to ensure confidentiality;
• Must work cooperatively with fellow employees to ensure delivery of program services and accomplishment of program goals;
• Must adhere to the use of personal protective equipment (PPE) (hard hat, hi-vis clothing, gloves, safety glasses, R.O.P.s, appropriate footwear) in the performance of any and all work and/or duties;
• Must be able to troubleshoot heavy equipment/tools; complete inspections of all equipment prior to use; perform preventative maintenance to machinery such as greasing, oiling, cleaning;
• Must assist Foreman/Field Supervisor in developing scopes-of-work, traffic control schedules, striping plans, material testing and project scheduling;
• Must be willing to perform additional duties in the absence of the Foreman/Field Supervisor, Lead Equipment Operator/Laborer, and General Laborer;
• Must be willing to be able to respond to emergency situations to clear roads and be available to work a flex schedule in the event of working beyond the Tribes’ normal hours of operation;
• Must be willing to familiarize themselves with and act according to the Personnel Policies Handbook.

QUALIFICATIONS: The Lead Laborer/Equipment Operator should possess leadership qualities and able to work cooperatively in a team atmosphere, demonstrate self-motivation by proving to be able to perform tasks without supervision, and have initiative to assume responsibilities. The incumbent must prove to be reliable and punctual, demonstrate knowledge in maintenance management and compliance, and have exceptional communication skills to document and report various aspects of task assigned and completed.

Applicant must:
• Possess knowledge, familiarity and understanding of construction procedures and safety compliance;
• Possess knowledge in construction material testing (CMT) in regards to proctors, sieve analysis, density tests for subgrade, aggregate base, asphalt materials, slump, air void and compression tests for concrete type materials;
• Must possess at minimal a High School Diploma
• GED Certification will substitute the minimal education requirement;
• Experience in the field of highway, parking lots, street maintenance; heavy equipment operation; design, inventory or asset management is preferred but not required. Be willing to attend various training and certification programs as directly related to job duties and responsibilities;
• Must be willing to obtain Heavy Equipment Certification within six (6) months of employment; if not already certified;
• Must be willing to obtain OSHA-10 (Construction Industry) Training and/or Certification within six (6) months of employment, if not already certified;
• May be required to demonstrate skills in the safe operation of equipment and tools.
• Experience in various software; i.e. AutoCad, GPS, GIS, Windows, Microsoft Word, Excel, Access, Project, and PowerPoint as well as other applications is expected however not required;
• Heavy Equipment Operator’s Certification and Class “A” driver’s license is preferred and minimum education requirements include the documented proof of a high school diploma or GED certification;
• Years of experience and/or some college coursework in related field may be acceptable as equivalent to the degree and experience requirements;
• Must have an acceptable driving record and provide a current Motor Vehicle Report (MVR) from the Oklahoma State Department of Public Safety (DPS) and possess a current Oklahoma State Driver’s License;
• Must pass a pre-hire drug and alcohol screen/test and adhere to the established Drug-Free Workplace Act.
• Must be acceptable to the Tribes’ COVID-19 Protocols and adhere to the guidelines established to ensure a safe work environment.
• Must provide copy of CDIB for consideration of Tribal preference.

**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](http://www.cheyenneandarapaho-nsn.gov)