



## The Three Affiliated Tribes Job Description

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

<b>POSITION: Supervisor- White Shield</b> <b>DEPARTMENT: Beautification Program</b> <b>SALARY: \$24/hour</b> <b>CLASSIFICATION: Non-Exempt</b>	<b>FLSA STATUS: FT-Permanent</b> <b>LOCATION: White Shield, ND</b> <b>OPENING DATE:02/02/2021</b> <b>CLOSING DATE: Until Filled</b>
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### POSITION SUMMARY:

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. This position is a full-time position responsible for overall supervision and training of staff members. This position will coordinate all field activities for day-to-day operations as well as long and short term projects. Responsible for identifying and acquiring needed equipment for all projects. These tasks are jobs such as summer lawn care, winter snow removal, and assisting in community clean up days and events. In addition, employees will perform elder welfare checks and any directives given by Project Manager.
2. Must be able to move, secure, install, build, and load materials. Performance of some specialized tasks as well as being able to effectively use heavy and light equipment.
3. Must be able to communicate efficiently with managers, employees, collaborators, and businesses in a professional manner.
4. Keep adequate records of costs for materials, time, and fuel expenses of each project. Approve time for employees under supervision.

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*

#### KNOWLEDGE, SKILLS, AND ABILITIES:

##### Knowledge

- Basic knowledge of hand and power tools
- Basic computer skills- excel, word, etc.

##### Skills

- Punctuality/ time management
- Project planning
- Good communication
- Critical thinking
- Working well in a team
- Self-motivation



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- Being flexible

### Abilities

- Must be able to meet the physical demands of the job (standing for long periods of time, lifting heavy loads of up to 40 pounds etc.)

### **MINIMUM QUALIFICATIONS AND EDUCATION:**

- Driver's License
- High School Diploma/ GED is an asset

### **WORKING CONDITIONS:**

- Follow the zero-tolerance drug and alcohol policy.
- Conduct themselves with patience and respect while interacting with elders.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

**THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.**

**PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.**

All interested persons must submit the following information:

- \* Job Application
- \* Copies of
  - Diplomas/Certificates and Transcripts
  - 2 Forms of ID's: (1 Driver License and/or State Issued ID), and 1 Other
  - Indian or Veteran Preference documents (If applicable)

**Submit all necessary information to the following addresses:**