



The Three Affiliated Tribes
Job Description

Position: Regional Equipment Operator

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Beautification Program Director	FLSA STATUS: FT Regular
DEPARTMENT: Beautification Program	LOCATION: New Town, ND
SALARY: \$24/hr	OPENING DATE: 2/22/2021
CLASSIFICATION: Non-Exempt	CLOSING DATE: Until Filled

POSITION SUMMARY:

Reporting to the Director and Deputy Director the Regional Equipment Operator will have secondary responsibility for strategic and operational responsibility for Beautification Project staff, projects, expansion, and execution of its mission. She or he will develop deep knowledge of mission, core vision, goals, operations, and business plans and execute accordingly.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operate heavy equipment in compliance with the company's operating safety policies and procedures.
- Provide recommendations for maintaining and improving environmental performance.
- Load and unload equipment from vehicles and trailers.
- Ensure company equipment, material, and the work site are maintained, kept clean, and stored in a safe manner. Collect and dispose of scrap, excess materials, and refuse.
- Observe distribution of paving material to adjust machine settings or material flow and indicate low spots for workers to add material.
- Complete required paperwork, reporting, and other documentation.

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

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration,



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communications, and systems; institute timelines and resources needed to achieve the strategic goals.

- Develop daily situational awareness between employees and safety assessment.
- Communicate project results with the director on a regular basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

- **Hand and foot coordination:** You must coordinate movements of your hands and feet in order to guide very large machinery in tight places.
- **Operation Monitoring:** You'll have to read gauges, dials, and other indicators, and adjust them as necessary.
- **Interpersonal skills and teamwork:** You must be able to coordinate your actions with those of other workers on busy construction sites.
- **Troubleshooting:** Anyone operating heavy equipment should be able to detect and fix operating problems.
- **Critical thinking:** Your job will require that you identify the strengths and weaknesses of solutions to problems in order to choose the one that is most likely to be successful and cost-effective.

MINIMUM QUALIFICATIONS AND EDUCATION:

You can prepare to work in this occupation by first learning to operate light equipment under an experienced operator's guidance. There are few, if any, education requirements.

- **Apprenticeships:** This option includes three to four years of a combination of technical instruction and on-the-job or field training. You will learn how to operate and maintain equipment during on-the-job training. Instructors will teach you about safety practices and first aid in the classroom, as well as operating procedures.



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WORKING CONDITIONS:

These jobs are usually full-time. Construction projects take place at all hours of the day or night, so these workers have schedules that might include late nights and overnight hours. You should be willing to accommodate a schedule that can require weekend work as well.

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:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960