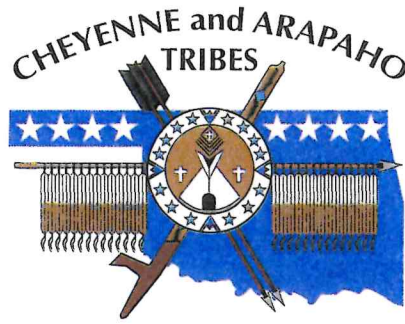


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Maintenance Supervisor
PROGRAM: Roads Program **DEPT:** Transportation
EMPLOYMENT STATUS: Full-Time/Permanent, Exempt
LOCATION: Roads Building, 101 E White Rabbit Rd, Concho, OK
ISSUE DATE: June 2, 2025

OPEN UNTIL FILLED

DUTIES & RESPONSIBILITIES: The Maintenance Supervisor shall fall under the direct supervision of the Field Supervisor and general supervision of the Roads Program Director. The Maintenance Supervisor shall primarily be responsible for the administrative management and oversight of the Roads Maintenance Program and tasked to supervise two (2) Maintenance Workers, schedule road maintenance activities, and manage various road maintenance issues. The Maintenance Supervisor must be able to administer project plans, layouts, scopes of work, schedule of quantities, ensure quality control and quality assurance, troubleshoot equipment, enforce safety measures, and inspect all phases of maintenance work necessary to improve transportation across the Tribes' service area as assigned.

The Maintenance Supervisor is responsible to ensure day-to-day operation and oversight of road maintenance projects and activities and where applicable, the Roads Maintenance Supervisor must work cooperatively with the Roads Construction Foreman to coordinate projects and work. The Maintenance Supervisor will strive to coordinate activities and projects where applicable with the Construction Foreman of the Roads Construction Program and work cooperatively to ensure delivery of program services and completion of program goals, objectives, and/or activities as assigned by the Field Supervisor. The Maintenance Supervisor shall be responsible to delegate tasks, assign work, and communicate project deliverables and expectations to the Road Maintenance Workers. The Maintenance Supervisor shall be responsible to manage road maintenance activities effectively and efficiently, attest that work performed aligns with 25 CFR Part 170 program requirements, complete progress and/or performance reports, and update condition of transportation infrastructures based on maintenance work performed.

The Maintenance Supervisor must be able to develop and provide monthly schedules and shall report directly to the Field Supervisor to assist in resolving maintenance improvement issues. The Maintenance Supervisor shall be required to ensure compliance such as ensuring Occupational

Safety and Health Administration (OSHA), completing progress reports (weekly and monthly), maintaining accurate records of materials and supplies, and manage staff to ensure quality performance. The Maintenance Supervisor may assume other duties as assigned by the Field Supervisor and/or Roads Program Director as deemed necessary and applicable to the Roads Maintenance Program, driveway improvements, and/or overall department needs. The Maintenance Supervisor:

- Must have knowledge in basic plan reading, with ability to analyze maps and specifications, to perform maintenance, scheduling, and deliver of materials, and comply with applicable standards
- Must be able to analyze data and other information to assist in development of clear organization of deliverables as pertinent to maintenance, construction, driveway improvements, and project management activities
- Must be familiar and able to use and troubleshoot survey equipment, heavy equipment, and inspection tools to ensure integrity and quality of work performed on road maintenance, construction and/or driveway improvement projects;
- Must be able to maintain an adequate record-keeping system to ensure data collection, retention, and reporting and further safeguard and protect documents to ensure confidentiality;
- Must be able to assist the Field Supervisor in establishing annual performance targets and goals and provide and plan of action to the Roads Program Director;
- Must be able to assist Field Supervisor to effectively organize activities to provide a schedule one month in advance to the Roads Program Director;
- 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.), to maintain the integrity of power tools, equipment or machinery assigned to ensure safe operation and/or report incidents that cause damage to Tribal property in a timely manner and use the proper forms to ensure the integrity of Tribal Assets;
- Must establish and maintain records for receipts, load tickets, invoices, and inventory of materials and supplies (i.e. wage tracking templates, Excel spreadsheet templates) to ensure accountability and reporting;
- 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 roads maintenance, construction, driveway improvement activities, etc.) in the performance of job duties;
- Must be able to delegate tasks and assign work to Road Maintenance Worker I and Road Maintenance Worker II to ensure completion of program goals and objectives;
- Must be able to discern quality of work and the importance of quality control measure as related to road maintenance or driveway improvement activities;
- Must collaborate with various other Roads Program staff to ensure completion of program goals;
- Must be willing to familiarize themselves with and act according to the Personnel Policies Handbook;

- Must be willing to perform light maintenance duties, such as vacuuming, dusting, immediate workspace and further ensure the integrity of designated office space, building space, and/or equipment;
- Must demonstrate knowledge in subgrade compaction, grading, concrete forming and finishing, asphalt patching, installation of road signs, striping, seal coating, crack sealing, culvert installation, utility locating, 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 able to communicate orally and in written form, clearly and effectively, to other professions, Tribal delegates, elected officials, and the general public in a polite, diplomatic, and professional manner and must be able to explain ideas, concepts, etc. in public settings as a customer service responsibility;
- Must possess the ability to communicate effectively, both orally and in written form, to other professions in the transportation industry, including supervisors, suppliers, as well as other Tribal employees and the general public;
- Must be able to demonstrate applicable safety guidelines in the operation of any and all equipment and tools;
- 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;
- Anticipate on call and respond to weather emergency events that require road maintenance under adverse weather conditions such as: plow snow and application of salt/sand on roadways;
- Must be able to complete pre-trip inspections, record and report findings, and troubleshoot heavy construction equipment, specifically a backhoe and skid steer, as assigned and prior to use to ensure safe operation for work, projects, and/or activities assigned;
- Must be able to perform preventative maintenance, including but not limited to greasing, oiling, and cleaning, of heavy construction equipment, specifically applicable to backhoe and skid steer, as assigned in the performance of work, projects, and/or activities assigned;
- Must be able to safely use and operate heavy construction equipment, specifically applicable to backhoe and skid steer, as assigned in the performance of work, projects, and/or activities assigned;
- Must adhere to safe and clear work zones and use of spotter in the use and operation of heavy construction equipment, specifically applicable to backhoe and skid steer, as assigned in the performance of work, projects, and/or activities assigned;
- Must be able to safely transport and apply OSHA standards in the proper placement and use of warning lights, barricades, flags, wide load or other signage, in the performance of transporting heavy construction equipment, specifically applicable to backhoe and skid steer, as assigned in the performance of work, projects, and/or activities assigned;
- Must be able knowledgeable and willing to learn and apply rules, policies and guidelines that pertain to permits, weight limits, and other applicable regulations necessary to transport heavy

construction equipment, specifically applicable to road maintenance equipment, including, but not limited to mower, box blade, forklift, skid steer, backhoe, motor grader, etc., from work site to work site where applicable and as assigned in the performance of work, projects, and/or activities assigned;

- Must be able to safely and properly store heavy construction equipment, specifically applicable to road maintenance equipment, including, but not limited to mowers, paint stripers, seal coat machines, box blades, forklifts, skid steers, backhoes, motor graders, etc., as per Tribal Property & Supply Policies, OSHA and/or EPA guidelines, and/or other applicable standards to safeguard and protect the equipment, the surrounding environment, and the public;
- 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 pre-trip, post-trip, transporting/hauling, use/operation, and/or storing of heavy construction equipment, specifically applicable to backhoe and skid steer, as assigned in the performance of work, projects, and/or activities assigned;
- Must anticipate and be willing to be on call and respond to emergency events (i.e. fire, tornado, etc.) to implement traffic control, transportation safety, or road maintenance measures to assist Roads Program in their role as part of the Tribes' emergency response team in the event of a natural disaster, emergency situation, or should the Governor declare a state of emergency;
- Must be willing to attend various training and certification programs as directly related to job duties and responsibilities;
- Shall be responsible to perform other duties as assigned by the Roads Program Director and/or supervisory staff.
- Must be willing to serve as a mentor and trainer to new hires in teaching at minimal safety guidelines and hand signals regarding clear work zones in the event a new hire must serve as a spotter;

QUALIFICATIONS: The Maintenance Supervisor requires a self-motivated individual who is able to work independently with little supervision, accepts accountability, reliable and dependable, and able to delegate tasks to various staff members to ensure productiveness in duties and responsibilities. Applicant should be familiar with maintenance and construction management in the field of transportation. The Maintenance Supervisor position requires an individual able to follow directions, demonstrate self-motivation by proving to be reliable and punctual, demonstrate initiative in assuming responsibilities, possess knowledge and understand the importance to comply with standards. The Maintenance Supervisor must:

- Demonstrate experience in the field of maintenance, design, road inventory or asset management is preferred but not required;
- Demonstrate skills in basic knowledge of plan reading and able to analyze problems and resolve them diplomatically and timely;
- Demonstrate experience in various software, i.e. AutoCAD, GPS handheld devices, ArcGIS, ESRI software or technology, survey equipment and software, Windows, Microsoft Word, Excel, Access, Project, and other applications is preferred however is not required;
- Associates Degree in any field preferred or minimum of three (3) years' experience in

maintenance or construction management;

- Demonstrate willingness to learn and/or secure training in various software programs applicable to the position;
- Demonstrate knowledge and understanding in project management and planning;
- Prove to be self-motivated through active initiative and prove to be reliable and punctual by adhering to the Tribes attendance policy;
- Demonstrate willingness to attend various training programs (i.e. PMP, Roads Scholar, MS Office, GPS Handheld, ESRI/ArcGIS Pro, Intro to AutoCAD, RIFDS, and/or drone operator to ensure productiveness in duties and responsibilities assigned;
- Forklift Operator Certification preferred, however willingness to attend training and attain certification within three (3) months of employment will be considered if not already completed;
- Heavy Equipment Operator Level I Certification preferred, however willingness to obtain certification within six (6) months of employment will be considered if not already completed;
- Must be willing to attend and complete 4-hour Work Zone Technician training course within six (6) months of employment, if not already completed;
- Must be willing to obtain OSHA-10 (Construction Industry) Training and/or Certification within six (6) months of employment, if not already certified;
- Must be willing to obtain Heavy Equipment Operator Level II Certification within one (1) year of employment, if not already certified;
- Must be willing to attend and complete the 2-day Work Zone Supervisor training course within one (1) year of employment, if not already completed;
- Must be willing to obtain Roads Scholar Certification, specifically TIMS and MUTCD, within 18 months of employment, if not already certified;
- Must be willing to obtain Road Safety Champion Certification and Flagger Certification within 18 months of employment, if not already certified;
- May be required to demonstrate skills in the safe operation of equipment and tools
- Must be willing to attend various training and certification programs as directly related to job duties and responsibilities;
- Applicant should be able to drive a program vehicle in the performance of duties and therefore must possess current Oklahoma State Driver's License, have an acceptable driving record and provide a current Motor Vehicle Report (MVR) for insurance purposes;
- Must be willing to be subjected to the Tribes' Drug-Free Workplace and pass a pre-hire drug and alcohol screen/test and a background check;
- Cheyenne and Arapaho 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