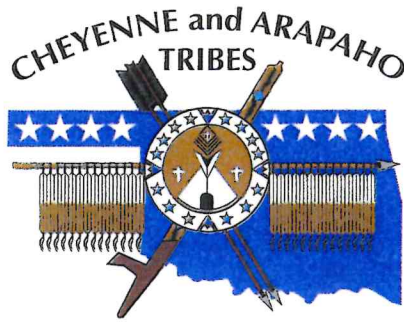


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: General Laborer

PROGRAM: Roads Program

DEPT: Transportation

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

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

ISSUE DATE: July 16, 2025

OPEN UNTIL FILLED

The General Laborer shall fall under the direct supervision of the Construction Foreman and general supervision of the Crew Manager and Director of the Roads Program and shall primarily be responsible for performing roads maintenance activities. The General Laborer shall be tasked with using power tools, machinery, mowers, weed-eaters, and chains to mow grass, trimming trees and/or brush, weed-eat around various structures, clear ditches, and/or cut tree limbs to maintain ROW of streets, parking lots, and sidewalks located on Tribal lands, and able to install posts and signs per MUTCD guidelines. The General Laborer must be able to interpret maps to locate various work sites, able to load equipment, tools, and machinery based on work assignments, adhere safety measures (per OSHA Guidelines where applicable) and use of proper PPE when performing work assigned. The General Laborer will also be relied on to assist in the construction of driveways to residential homes and access roadways to Tribal lands therefore incumbent should be familiar with measuring sites, identifying drainage problems/areas, and able to develop scope of works and schedule of quantities for the Driveway Assistance Program and Roads Maintenance Program. The General Laborer:

- 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 assist in clear organization and receipt of deliverables pertinent to maintenance, driveway improvements, and project management activities;
- Must be able to develop scopes of work, ensure traffic control measures, material testing where applicable, and project scheduling is reviewed and communicated with supervisor;
- Must adhere to the Tribes' Property & Supply Policies to manage any and all Tribal property in the performance of duties (i.e. vehicle mileage logs, equipment/maintenance logs, incident reports, etc.) and to ensure the integrity of Tribal assets;
- Must be able to safely operate power tools, equipment, and machinery to preform

construction and maintenance related tasks and should be familiar with troubleshooting power tools, equipment, and machinery;

- Must be able to maintain an adequate record-keeping system to ensure data collection, retention, and reporting of project activities and work assignments and further safeguard and protect documents to ensure confidentiality;
- Must be able to inspect, clean, stock, and store tools, equipment, supplies, and machinery assigned in the performance of duties and to safeguard all Tribal property;
- Must be able to perform pre- and post- inspections of equipment and machinery to perform duties and tasks assigned;
- Must be willing to become familiar with subgrade compaction and grading, concrete forming and finishing, asphalt patching, installing roadway signs and striping;
- 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 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;
- 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 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, etc.) in the performance of road maintenance and/or driveway improvement duties;
- Must ensure management of files and records of equipment assigned to safeguard and maintain integrity and confidentiality of records, files, documents, etc.
- Must assist in establishing annual performance targets, goals, scheduling of maintenance activities, and develop a plan of action to the supervisor;
- Must be able to adhere and comply to applicable (Construction Industry) Occupational Safety and Health Administration (OSHA) guidelines, workplace safety standards and able to submit incident reports in the performance of duties;
- Must adhere to the use of Personal Protective Equipment, or PPE, in the performance of any and all work and/or duties;
- Must be able to provide progress reports and complete applicable daily logs that pertain to equipment, vehicles, inventory, etc. and maintain accurate records of materials and supplies;
- Must be willing to attend various training and certification programs, specifically the Roads Scholars Certification, as directly related to job duties and responsibilities

QUALIFICATIONS: The Roads Program General Laborer position seeks a self-motivated individual who is able to work independently with little supervision, accepts accountability, reliable and dependable, and remains productive throughout established work schedule. The General Laborer must have experience in using various power tools and equipment, have some knowledge and experience in the troubleshooting of tools, equipment, and machinery, and familiar with maintenance management that pertain to roads, streets, and/or driveway projects. The General Laborer position requires an individual that is able to demonstrate initiative in assuming responsibilities and able to work cooperatively with other Tribal programs and/or department staff. Experience in the field of construction, heavy equipment operations, road maintenance, design, inventory and/or asset management is preferred but not required. Applicant may be required to:

- Demonstrate skills in basic knowledge of map, plan, or layout reading;
- Demonstrate knowledge in understanding construction material testing (CMT) and determine applicability with regard to dirt work, subgrade work, concrete work, and/or asphalt work;
- Demonstrate knowledge and experience in various software, i.e. **MS** Office including Word, Excel and Outlook, AutoCad, GPS, and possibly GIS handheld devices;
- Willing and able to attend various training programs (if willing to obtain Heavy Equipment Operator's license or certification, must be willing to secure within first 6 months, if not already certified);
- Physical ability to lift and move heavy weighing boxes, materials, items, and/or tools, equipment, or machinery as required to perform maintenance activities or other duties as assigned by supervisor;
- Must provide proof of high school diploma or GED;
- Associates Degree in Management or related field, with at least two years' experience in the maintenance or construction field, is preferred;
- Years of experience and/or some college coursework in related field may be acceptable and equivalent to the degree requirement;
- Must possess current Oklahoma State Driver's License;
- Must have an acceptable driving record and provide a current Motor Vehicle Report (MVR) from the Oklahoma State Department of Public Safety (DPS)
- Must pass pre-hire drug and alcohol screen/test per Tribes' established Drug-Free Workplace Act;
- Cheyenne-Arapaho 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