



The Three Affiliated Tribes **Job Description**

REGIONAL/SEGMENT SUPERVISOR

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Beautification Deputy Director DEPARTMENT: Beautification Program SALARY: DOQ CLASSIFICATION: Non-Exempt	FLSA STATUS: <i>FT-Regular</i> LOCATION: All Segments OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: The Beautification Regional/Segment Supervisor oversees and coordinates the daily activities of beautification crews responsible for maintaining and improving the appearance of community spaces. This role ensures that landscaping, grounds maintenance, litter removal, and community enhancement projects are completed safely, efficiently, and to quality standards. The supervisor provides leadership, assigns work tasks, monitors performance, and supports the team in creating clean, attractive, and well-maintained public areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible designated segment and overall supervision and training of area staff members, supervisors and laborers. This position will coordinate all field activity for carrying out the day-to-day operations as well as long- and short-term projects. These tasks are jobs such as weekly routes including summer lawn care, winter snow removal, and assisting in community clean up days and events. Other tasks include weatherizing homes (installing plastic on windows), garden tilling, cleaning gutters, trash hauls, and moving jobs.
2. This position will monitor all area segment jobs to supply crews with additional assistance; any equipment needed and ensure all tools and supplies are stocked.
3. Must be able to move, secure, install, build and load materials. Performance of some specialized tasks, which may require job training, as well as being able to effectively operate heavy and light equipment.
4. Light administrative duties are also required such as keeping adequate records of costs for materials, time/leave for staff and fuel expenses/ vehicle maintenance.
5. Operation of fleet vehicle provided
6. Adheres to MHA Policy & Procedures as well as department policies/guidelines.
7. **And any other duties as assigned by Deputy Director.**

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

SUPERVISORY REQUIREMENTS:

- Directly supervises Field Laborers



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COMPETENCIES:

- **Analytical**-the individual synthesizes complex or diverse information.
- **Problem solving**-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- **Verbal/written communication**-the individual speaks clearly and persuasively in positive or negative situations.
- **Leadership**-the individual inspires and motivates others to perform well, accepts feedback from others.
- **Quality management**-the individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness.
- **Judgment**-the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- **Planning/Organizing**-the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- **Safety and Security**-the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation policy and procedures
- Knowledge of basic hand and power tools
- Knowledge of the chain of command and operations of the Program

Abilities

- Ability to meet physical demands of the job such as standing for long periods of time, lifting heavy loads of up to 40 pounds and climbing a ladder.
- Ability to apply and adapt safety practices and techniques to the job.
- Ability to establish and maintain effective relationships with other management staff, employees, and the general public.
- Ability to operate fleet vehicle while towing trailer/equipment in a safe manner
- Ability to operate and maintain Program supplied apps and organization tools for documentation of workload

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED **is not required but PREFERRED**
- Valid Driver's License **is REQUIRED**.
- Associate's degree, vocational technical degree or specialized training **REQUIRED** with emphasis in horticulture, landscaping, or a closely related field **PREFERRED**.
- Two (2) years of experience in a job-related field (landscaping/maintenance) **PREFERRED**.

WORKING CONDITIONS:

- Working schedule is from 8:00 a.m. to 4:30 p.m. Monday-Friday during winter season October- April and 7:00 a.m. to 5:30 p.m. Monday- Thursday summer season May-September



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- Working conditions may consist of strenuous labor in seasonal weather conditions including high temperatures and extreme cold that is safe to work in.
- Follow the zero-tolerance drug and alcohol policy
- Conduct themselves with patience and respect while working in public and 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 individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____