



The Three Affiliated Tribes **Job Description**

Laborer

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Supervisor DEPARTMENT: Solid Waste SALARY: \$20.60-\$25.60 CLASSIFICATION: Non-Exempt	FLSA STATUS: FT-Regular LOCATION: Four Bears OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: Perform daily garbage route duties including emptying containers and separating waste for proper disposal.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ride along with compact truck during daily and weekly routes.
2. Report all damage to solid waste containers while on route.
3. Repair solid waste containers (replace lids or hardware) after completing routes.
4. Sort waste for proper disposal.
5. Maintain a clean, safe, and organized work area.
6. Communicate regularly with the Supervisor regarding malfunctions or potential issues with equipment or trucks.
7. Wear appropriate clothing, including boots and required safety attire for this position.
8. Collect items around dumpsters in the community that cannot be placed in the garbage truck.
9. Retrieve and return red cans based on client payment status.
10. Clean illegal dumpsites when required.
11. Perform cleanup around the landfill and storage buildings.
12. Perform other duties as assigned by Supervisor or Director.
13. Adheres to MHA Nation and departmental policies and guidelines.

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

SUPERVISORY REQUIREMENTS:

- None

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- Safety principles and teamwork practices.
- EPA federal rules, regulations, and codes relevant to US EPA Resource Conservation Recovery Act (RCRA).

Skills

- Strong time management
- Attention to detail
- Effective problem-solving
- Critical thinking
- Ability to multitask



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- Ability to work independently

Abilities

- Work effectively with co-workers, employees, tribal officials, other state and federal agencies, and the general public.
- Perform assigned duties with minimal supervision.
- Attend applicable training courses.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma or equivalent. **PREFERRED**
- Valid Driver's license with a good driving record; must be insurable. **REQUIRED**

WORKING CONDITIONS:

- Work will be performed in variable weather conditions ranging from excellent to poor.
- Must be prepared for inclement weather and exercise sound judgement.
- Must be in good physical condition and able to lift objects exceeding 50 pounds.

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: _____