



The Three Affiliated Tribes

Job Description

Lead Cemetery Tech

REPORTS TO: Supervisor DEPARTMENT: Cemetery Restoration SALARY: \$28.00-\$32.00 CLASSIFICATION: Non-Exempt	FLSA STATUS: FT Regular LOCATION: Four Bears, ND OPENING DATE: CLOSING DATE:
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ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervise other techs
2. Be able to work the Backhoe and Bobcat
3. Will be required to perform routine general maintenance of truck, will assist with repair of equipment.
4. Will perform other duties as assigned by Supervisor/Lead Tech.
5. Responsible for keeping communication with supervisor on a regular basis to inform of malfunctions or pending problems with related equipment and trucks.
6. Be able to dig a Grave and cover it
7. Be able to Build Rough Box
8. Be able to use small machinery Lawn mower, Weed eater, Auger
9. Be able to use office machines. Computer, Copier, Scanner,
10. Must help with Data entry of information for website and Xtiri.
11. Must be able to build fences and gates
12. Work with concrete
13. Adheres to MHA Policy & Procedures as well as department policies/guidelines
14. **And other duties as assigned.**

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:

- o The requirement for managing others

KNOWLEDGE, SKILLS, AND ABILITIES:

- o Must have knowledge of all cemeteries rules and policies with Reservation boundaries
- o Knowledge of work methods and procedures used in maintenance and repair of trucks, small motors and related equipment.

Skills

- o You must possess some mechanical skills for routine repair and maintenance.

Abilities

- o Ability to follow all safety rules, regulations, and traffic rules.
- o Ability to work well with co-workers, employees, and officials of Three Affiliated Tribes along with other state and federal agencies, and general public
- o Ability to adequately perform duties and responsibilities with minimum supervision.



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MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma or related equivalency.
- Valid Driver's License has an excellent driving record and must be insurable.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work will be performed in variable weather conditions, ranging from excellent to poor.
- Employees must be adequately always prepared for inclement weather conditions and to exercise proper judgment.
- Must be in physical condition, must be able to lift heavy objects weighing more than 50lbs.

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 ARE AT LEAST 1/4 DEGREE AND WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THEIR DEGREE OF INDIAN BLOOD AND AGENCY ENROLLED.

All interested individuals must submit the following information:

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

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____