

541-429-7180



HumanResources@ctuir.org



46411 Timine Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

*Updated Salary Range

POSITION TITLE:	Transfer Station Foreman/Mechanic
SALARY:	Pay Range: 8 \$55,517-\$61,182 annual DOE/DOQ
DEPARTMENT:	Department of Economic & Community Development (DECD), Tribal Environmental Recovery Facility (TERF)
LOCATION:	Physical Address: TERF Building at 72292 Nichtay Road Pendleton, OR
EMPLOYMENT STATUS:	Full Time with benefits package Safety Sensitive (subject to random drug testing) Non-Exempt
SUPERVISED BY:	TERF Operations Manager
OPENING DATE:	March 28, 2025
CLOSING DATE:	Open until Filled

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The incumbent will develop and implement a maintenance plan for all equipment and vehicles. Keep an inventory of all equipment and tools. Responsible for assigned route and be compliant with all safety requirements in the operation of a garbage truck and other heavy equipment on site. The

incumbent shall be knowledgeable of the recycling processes and procedures to ensure that TERF operates safely and economically for the Tribes. The incumbent will be expected to work some holidays and weekends with overtime pay not authorized for this position.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Develop and implement a maintenance plan.
2. Responsible ensuring that regular maintenance on all vehicles and equipment is completed.
3. Responsible for the safe, secure maintenance and operation of the Transfer Station and all site equipment.
4. Assess fleet and/or equipment to accurately diagnose and repair issues.
5. Complete activity reports and keep accurate records of maintenance and repairs performed.
6. Assists in the operation of the Solid Waste Program according to the terms of the Solid Waste Management Code.
7. Notify the Environmental Health and Safety Officer of homes and or sites that are in violation of the Solid Waste Management Code, including illegal dump sites.
8. Responsible for completing weekly route, and filling in for equipment operators and on routes as needed.
9. Will be the primary emergency contact for after-hours needs.
10. Responsible for the arrangement of additional dumpsters being placed for commercial customers during special events and extended holiday weekends.
11. Repair solid waste containers/dumpsters as needed.
12. Other related duties as assigned by TERF Manager.

SUPERVISORY AUTHORITY: Yes, with concurrence with program manager.

SIGNATORY AUTHORITY: Yes.

ACCESS TO SENSITIVE AREAS: Tribal Environmental Recovery Facility (TERF) areas.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Associate's Degree or Certificate of Completion in Automotive-Diesel Technology coursework preferred.
2. Must have a valid Class A or B CDL with no restrictions to meet Tribal Insurance requirements.
3. Must have experience driving and working in adverse weather conditions.
4. One or more years' experience working in the solid waste industry.
5. Two or more years of diesel mechanic experience in a shop setting.
6. Welding experience.
7. Must be able to complete activity reports and keep records of maintenance and repairs on all vehicles and equipment.
8. Must have knowledge of the recycling process and procedures.
9. Must be a highly motivated self-starter.
10. Must have two (2) or more years' experience in the operation of fork lift and backhoe.
11. Communicate effectively (orally and written) with clearly organized thoughts
12. Ability and willingness to work some weekends and holidays to meet the needs of the department. Work hours may vary to meet the program needs.

13. Knowledge of operation of scales.

14. Willingness to obtain certificates pertaining to the solid waste industry.

PHYSICAL DEMANDS:

1. Ability to lift 100 pounds regularly.
2. Ability to sit and walk around for long periods of time.
3. Ability to move, push and pull 3-yard garbage cans with no assistance.
4. Ability to chain up trucks with no assistance.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in Section 3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any

employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Copy of CDL with current DOT medical examiners certificate.
7. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
8. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.


APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timíne Way
Pendleton, OR. 97801
Phone: (541) 429-7180 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.


Approved: Jue Jue Withers-Lyons, Assistant HR Director, Office of
Human Resources

4/10/2025
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. (Original signature must be placed on file in the employee's personnel file when/if hired for this position.)

Applicant Signature

Date

