

541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Tribal Roads Foreman
SALARY:	Pay Range: 8 \$48,311.76-\$67,540.68 annual DOE/DOQ
DEPARTMENT:	Public Works Department
LOCATION:	Position located at Nixyaawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation
EMPLOYMENT STATUS:	Full Time with benefits package Exempt status/Safety Sensitive (subject to random drug testing)
SUPERVISED BY:	Tribal Roads Manager
OPENING DATE:	March 17, 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 serves as the Tribal Roads Foreman with responsibility for the field direction of the Tribal Road maintenance. The incumbent is responsible for all road and utility maintenance activities. Participates and leads through his/her subordinates, directs available equipment and personnel in adherence to general instructions received from the Tribal Roads Manager or Public Works Director. During times of bad weather or emergencies, this position will assist the Facilities Manager and Public Works Director in assembling crews and equipment.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. The incumbent is responsible for planning, scheduling, and carrying out all on-the-ground maintenance and construction activities on approximately 100 miles of highways, parking lots, trails, and access roads. This includes responsibility for the overall technical quality of all work performed, as well as the condition and appearance of the roadway and right-of-way. Incumbent is responsible for the proper use and maintenance of all equipment assigned, including both light and heavy duty equipment such as gasoline or diesel powered tractors, trucks, loaders and motor graders, as well as hand tools and other equipment.
2. May assign a specific portion of the total mileage under his/her jurisdiction to subordinate technicians with general instructions as to its maintenance. In the event of major disasters to roadways, such as major slides, washouts, etc., issues specific instructions to subordinates or may assume direct charge of field crew and coordinate their activities. The incumbent is available for consultation or guidance in any situation or emergency. May work with State and Local governments during emergencies, including equipment sharing, and on-site work.
3. Continually provides leadership to the crew in the most efficient and economical manner. Makes appropriate selection and deployment of the equipment to be used to ensure maximum efficiency and low cost of operation. The work includes, but is not limited to: clearing, grading, slide removal, placing riprap, drainage culvert placement, graveling/surfacing, maintaining oiled surfaces, shaping of roadways, pavement maintenance, signs and rock excavation. Leads preventative maintenance activities such as: building drainage canals, clearing, drainage ditches, cleaning inlets and outlets to drainage structures, and repairing bridges and culverts. Leads subordinates in the performance of other related duties in connection with the above maintenance work. Lays out and leads work, such as: installing traffic signs, cutting weeds, spraying noxious weeds, parking lot and stripe painting, and installing guard rails.
4. The incumbent is responsible for the correct usage of materials, and the proper use and maintenance of equipment. Instructs equipment operators in preventative maintenance and minor repairs to diesel, gasoline, electric, or air powered equipment. Reviews the work of subordinates to ensure that instructions pertaining to the disposition, care and use of materials and equipment, as well as those pertaining to performance of the work are carried out. Ensures that all safety regulations and practices are observed by subordinates and instructs them in the safe usage of equipment and tools.
5. Instructs and trains crew members on heavy equipment use, including safety and equipment maintenance. One focus of this position is to bring in individuals and train them to operate heavy equipment in a safe and efficient manner. Incumbents will attend OSHA training on safety.
6. Responsible for assisting in the procurement of necessary supplies for routine and special projects to ensure continuous daily operations.
7. Maintains contacts with suppliers, local merchants, officials of other Federal or local government agencies, and contractors as required, in accomplishing assigned maintenance and construction functions.
8. Responsible for preparation and submission of vehicle and equipment usage logs/reports, payroll documents, correspondence, daily activity logs, estimates, invoices and other field reports concerning maintenance, construction and assigned personnel in accordance with Tribal regulations.

9. Prepares plans and cost estimates for inputs to contracts and program packages, annual work plan and road maintenance operations plan. Coordinates plan revisions with Public Works Director.
10. Safety. Provides knowledge and expertise in the administration and support of a maintenance and construction safety program. Ensures compliance with all applicable Federal, State, and Local codes. Ensures personnel training and corrective action follow-up. Conducts on-site reviews of projects for potential safety problems. Incumbent will bring a "Safety First" approach to the job.
11. Other duties as assigned are related to duties and responsibilities to the position and program.
12. During times of bad weather or emergencies, this position will assist the Facilities Manager and Public Works Director in assembling crews and equipment. Individual develops and maintains public relations, responding to public inquiries; procures bid specifications and analysis for materials and services; plans and organizes project development, prepares estimates and schedules.

SUPERVISORY AUTHORITY:

Leads Maintenance Technician and other assigned staff. At times will exercise field leadership over a staff of subordinate employees in the maintenance and construction of roadways, utilities, rights-of-way, bridges, structures, and recreation areas and provides technical direction Provides for training of subordinates

SIGNATORY AUTHORITY: Timesheets, leave slips, Vehicle/equipment log/reports, estimates, invoices, correspondence and other field reports related to maintenance and construction documents.

ACCESS TO SENSITIVE AREAS: None

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

1. Minimum of high school diploma or GED.
2. Credible documented experience in the operation of heavy equipment.
3. Credible documented road maintenance experience which includes documented snow removal experience.
4. Knowledge of the Manual on Uniform Traffic Control Devices for placement of traffic control devices.
5. Must have the ability and interest to greet the public and handle difficult situations on the phone or in person in a professional and courteous manner.
6. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
7. Must be able to secure sources of information relating to Tribal problems/concerns. Must have or become knowledgeable of the types of services provided by the Tribal Governmental programs.
8. Must have knowledge of computer processing equipment and software, including Word, Excel, Outlook, and other Office Suite software. Knowledge of GPS and GIS for use in road surveys and inventories. The use of computers and other office technological equipment must be kept current by attending training as directed by supervisor.
9. Ability to plan projects, schedule work, materials and labor to provide the best and safest solution to Tribal projects.

10. Must have a valid state driver's license, and a current Commercial Driver's License, Class A with a tanker endorsement or obtain within 6 months of hire. Must have reliable transportation and meet Tribal insurance requirements.
11. Ability to plan and carry out snow removal on Tribal Roads and driveways before, during and after normal business hours. Must have experience and training in Federal Highway snow removal practices and procedures.

PHYSICAL DEMANDS:

1. Ability to stand and walk around for long periods of time.
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Ability to lift up to 100 pounds
4. Ability to work in all weather conditions, sometimes in emergency situations.
5. Ability to operate vehicles and heavy equipment assigned to the Construction and Maintenance Program
6. This position will be on-call during these times, and may work extended shifts, split shifts, weekends, or at night.

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 employees 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 §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. Applicants 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 Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 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 application for Sensitive Tribal Positions.
5. High School Diploma/GED or copy of official college transcripts (as applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran preference: Must provide proof of honorable service and discharge or completed Form DD214.

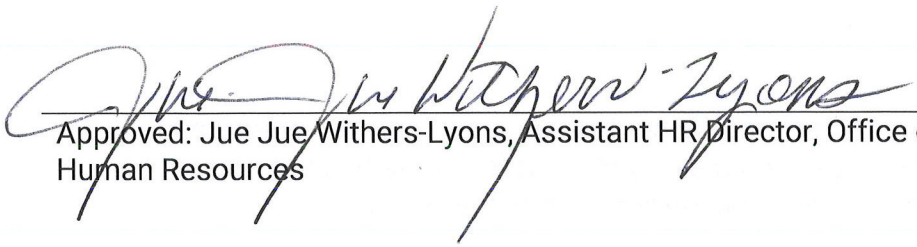
APPLICANT RESPONSIBILITY

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) 429-7188

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


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

3/17/2025
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