



PYRAMID LAKE PAIUTE TRIBE

www.plpthumanresources.org

JOB ANNOUNCEMENT

ROADS MAINTENANCE SUPERVISOR

TBD/hr. Full-time, Regular; Cl. 178, Gr. TBD

Date Posted: 03/24/22

Date Closed: 04/24/22

DEFINITION: Performs skilled work in the operation of a variety of heavy trucks and equipment used in providing road maintenance services to preserve, maintain, upkeep and restore roads, right of ways, and related structures in usable and safe condition. Assists in development of program budget; supervises Roads Maintenance staff; performs related work as assigned.

DUTIES AND RESPONSIBILITIES:

Plans, implements and submits reports of daily roads maintenance activities.

Supervises assigned staff regarding work assignments and performance on job.

Works with the Tribal Chairman or his designee regarding work to be completed by the Roads Maintenance department.

Updates and facilitates the necessary training for staff under supervision in department.

Inspects vehicles and performs minor maintenance; makes minor attachment replacements, adjustments and repairs to equipment for efficient operation; reports the need for major repairs and service; fuels, washes and cleans assigned vehicles.

Performs road work such as grading, leveling, clearing of culverts, backfilling, slope repair, land fill or brush removal and operates snow removal equipment.

Breaks and removes surfaces; digs, shovels, hauls and loads and unloads soils, sands, asphalt mixes and other materials; operates jack hammers, pavement breakers, concrete saws, spaders, tampers and a wide variety of hand and power tools related to road/street maintenance work; shovels, rakes, rolls asphalt and sprays oil; sand seals surfaces; prepares for overlays; cleans up work sites upon completion of job.

Responsible for proper operation and transport to and from the worksite of heavy equipment such as loader and grader.

Operates large front end loaders to remove debris such as broken pavement, dirt and sand from work site; loads debris into dump trucks; operates heavy and light trucks and power take-off equipment; picks up paper and debris and transports to dumpsite.

Sweeps and removes refuse from corners, gutters, parking lots, and other assigned areas; uses a variety of hand tools such as rakes, shovels, pitchforks and related equipment.

Observes safe work methods and safety practices related to the work; cones and flags work sites to secure from traffic; uses appropriate safety equipment.

DUTIES & RESPONSIBILITIES cont.:

Operates and maintains a wide variety of hand and power tools and equipment related to work assignments.

Maintains basic records of daily work performed.

Clears snow from public areas using hand tools and heavy equipment as required.

Responds to emergency situations on a 24-hour basis as required.

Performs other road maintenance and preventative work as required.

MINIMUM QUALIFICATIONS:

Knowledge in the maintenance and upkeep of roads. Knowledge of mechanical operation and care of heavy trucks and various types of heavy equipment; practices, methods and materials used in heavy equipment work; applicable safety precautions, rules, traffic laws and ordinances involved in equipment operation.

Ability to: supervise; understand and follow written and oral instructions; keep daily and monthly records; prepare clear and concise reports in a timely manner; perform routine maintenance, make necessary operating adjustments and safety check equipment; establish and maintain effective working relationships with other employees and the general public.

Must possess a valid Nevada driver's license and ability to obtain Class A license (within six months from date of hire) as appropriate for operating heavy equipment and be insurable under the Tribe's vehicle insurance policy.

SKILL IN:

- < Operating and maintaining a variety of hand and power tools and equipment used in the work.
- < Exercising independent judgment and initiative without close supervision.
- < Properly placing cones, barricades and warning devices and directing traffic flow at job sites.
- < Preparing basic records and reports.
- < Safely performing heavy physical labor.
- < Establishing and maintaining effective working relationship with those contacted in the course of the work.
- < Understanding and following oral and written instructions.

PHYSICAL DEMANDS:

Duties require sufficient vision, hearing and manual dexterity to perform assigned duties and sufficient strength and stamina to perform sustained heavy physical labor, to lift and carry equipment weighing up to 90 pounds and to work outdoors in varied weather conditions with possible exposure to heavy traffic and other potentially hazardous materials and situations.

REQUIRED EXPERIENCE AND TRAINING:

High school graduate or GED and/or at least three years working experience in Roads Maintenance with at least two years in supervisory capacity. Working experience may be substituted with knowledge and skills obtained through apprentice, vocational or helper assignments, paid work or training that demonstrates the ability to fulfill job requirements.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, extension 1119/1132.

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964 amended in 1991.