

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7306

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking
applicants for the following position:

OPENING DATE: May 30, 2017

CLOSING DATE: June 13, 2017

**LABORERS
(4-6 positions available)**

JOB STATUS:

LABORER

Career Field: OPERATIONS MAINTENANCE

Pay Range: \$11.00 per hr

Term: 2-3 months

**Classification: Full Time, Temporary,
Non-Standard work week**

LOCATION:

Penobscot Nation

Maintenance/Public Works

29 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: At least one (1) to three (3) years previous experience in highway maintenance. A High School Diploma or GED and an insurable State of Maine driver's license required. Indian Preference will be adhered to in accordance with Penobscot Nation's Personnel Policies and Procedures.

-Applications are available at the Human Resources Office located at 27 Wabanaki Way, Suite 204, Indian Island, ME 04468. Applications are available via email request at Human.Resources@penobscotnation.org, or on line at www.penobscotnation.org or call 207-817-7343 to request applications be sent to you.

-Submit completed application on or before closing date to:

Attn: Penobscot Nation Human Resources

mailing: 12 Wabanaki Way, Indian Island, ME 04468

physical location: 27 Wabanaki Way, Suite 204, Indian Island, ME 04468

For further information, call 817-7343 or email at Human.Resources@penobscotnation.org

POSTION DESCRIPTION
PENOBSCOT NATION PUBLIC WORKS

POSTION: Laborer, (4-6) Personnel

DEPARTMENT: Public Works

ACCOUNTABILITY: Operations Foreman and/or assigned HEO-II Operator

DIVISION: Operation & Maintenance

RESPONSIBILITY: Incumbent serves as Laborer for Public Works Department, performing general labor duties for highway maintenance.

DUTIES:

- Inspects department vehicles and equipment, and performs weekly maintenance such as washing, greasing and checking fluid levels and tires.
- Ensures cleanliness of collection sites by picking up stray pieces of refuse.
- Fills potholes and patches streets using appropriate equipment and materials.
- Removes debris such as trash, leaves, tree limbs and sand from streets, sidewalks, and catch basins.
- Flags traffic at street constructions sites as necessary.
- Responds to emergencies on 24-hour basis.
- Performs related duties as assigned.

SKILLS AND KNOWLEDGES

- Working knowledge of and ability to perform maintenance and repair of tribal streets and right-of- ways.
- Working knowledge and skills in the operation of equipment and hand tools for road construction such as small tractors, rollers, compactors, shovels, and rakes.
- Working knowledge of safety procedures for working in or around heavy equipment, and/or working around traffic.
- Ability to perform duties in confined areas.
- Ability to follow verbal instructions.
- Ability to respond to emergencies on 24-hour basis.
- Ability to work extended overtime during emergencies as directed or needed.

II. RESPONSIBILITY

Incumbent performs duties which are repetitive in nature, and receives general assignments and instructions. Incumbent is responsible for maintaining tribal streets and right-of-ways in an appropriate and safe manner. Reports directly to Operation Foreman and/or assigned HEO-II Operator.

III. PHYSICAL EFFORT

Incumbent performs duties which require bending, stooping, lifting, pushing and pulling of equipment and tools. Incumbent is expected to remain standing and working for long periods of time, and may be exposed to jolting, bumping and vibrations of equipment and vehicles.

IV. WORKING CONDITIONS

Incumbent performs majority of duties out-of-doors, in varying weather conditions, and is periodically exposed to excessive noise, dirt, dust, and vehicle and equipment fumes. Safety precautions must be used at all times to avoid injury to self and others.

V. QUALIFICATIONS

At least one (1) to three (3) years previous experience in highway maintenance. A High School Diploma or GED and an insurable State of Maine driver's license required. Indian Preference will be adhered to in accordance with Penobscot Nation's Personnel Policies and Procedures.

PAY: \$10.50 per hour

STATUS: Full Time, Temporary
Non Standard Work Week

TERM: 2-3 months