



*Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
Fax: (307) 332-9883*

## **NOTICE OF EMPLOYMENT**

**POSITION:** Propane Driver, Seasonal

**DEPARTMENT:** Shoshone Utilities Office

**SUPERVISION:** Director

**SALARY:** DOE

**OPENING DATE:** October 8, 2020

**CLOSING DATE:** October 21, 2020

### **GENERAL STATEMENT:**

This position is a full-time seasonal position, October through March of each year. This position is during winter season and propane delivery is in full demand within the Wind River Indian Reservation.

### **DUTIES AND RESPONSIBILITIES**

- Delivers propane to customers, on Wind River Indian Reservation.
- Responsible for minor up-keep and maintenance of the Shoshone Utility propane truck. Includes maintaining lights, and general operating condition of truck.
- Prepares and fills propane truck for deliveries.
- Loads, secures, transports, delivers, and unloads propane to and from specified destinations.
- Inspects vehicle and notifies supervisor of needed equipment, supplies, or routine maintenance.
- Operates truck in accordance to established safety procedures.
- During daily interaction with customers provides exceptional customer service by supplying service information and answering inquires.
- Requires on call rotation for after hours and weekend emergency deliveries or response.
- Must have drive, determination, professionalism, and the desire to be a significant factor in growing our business.
- Meet all DOT requirements.
- Inspects, paints, repairs and loads tanks and cylinders.
- Under supervision, handles and maintains flow of materials and products under safety guidelines.
- Maintains Service Center office and plant or yard for a professional appearance. Position may require working evening hours and weekends as needed.
- Maintains delivery records.
- Assists customers with information regarding their delivery schedule.
- Keeps logs of deliveries, answers questions, and writes invoices to customers.
- May be required to assist Water Treatment Plant Operator with water plant maintenance.

- Assists Director and Operators with other operational and maintenance duties when not delivering water.
- Performs other duties as assigned to maintain and enhance the operation of the department.

### **QUALIFICATIONS**

- High school diploma or GED. Previous truck driving experience preferred.
- Must have a CDL (Class B) with tanker, air brake and hazmat endorsement.
- Must be willing to submit to drug testing.
- Indian Preference applies.
- Must be able to lift 75 lbs.
- Must be 21 years or older to be insured on the Tribe's vehicle insurance.

### **APPLICATION REQUIREMENTS:**

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
  - Applicants that state "See Resume " for employment history must have the following the information listed on the resume:
    - Dates of previous employment
    - Reason for leaving previous employment
    - Hourly rate of previous employment.
  - Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [dshoyo@easternshoshone.org](mailto:dshoyo@easternshoshone.org) or faxed to 307-332-9883 until 4:45 PM on the closing date.
  - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.
- **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.