



*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: OPEN UNTIL FILLED

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 inquiries.
- 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 and can be sent via email to 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.