



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

NOTICE OF EMPLOYMENT

POSITION: Propane Delivery Driver
DEPARTMENT: Shoshone Utilities
SUPERVISION: Shoshone Utilities Director
SALARY: \$21.00 Per Hour
STATUS: Permanent- Full Time
OPENING DATE: January 26, 2023 **CLOSING DATE:** OPEN UNTIL FILLED

GENERAL STATEMENT:

The Propane Delivery Driver is responsible for transporting Propane to Shoshone Utility customers. Incumbent is under the direct supervision of the Eastern Shoshone Utility Organization Director.

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 and can be sent via email to rferris@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.