Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

ROADWAYS MAINTENANCE WORKER II

Position Description

Opens: November 3, 2026 Closes: November 16, 2026			
Department:	Public Works	**Reports to (title):**	Public Works Director
Job Code:	N-13	**Job Location:**	Bois Forte Tribal Government-All Sectors
Pay Range:	Min: $21.47 Mid: $26.84 Max: $32.21	**Supervises:**	No
Hours/week:	40	**Classification:**	Non-Exempt
Type of Position:	Full-Time	**Effective Date:**	10/01/2025
Indian Child Protection Background:	No	**Revised Date:**	10/01/2025
Telework:	No		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Roadways Maintenance Worker II will perform routine skilled work and will operate motorized equipment used in the construction, repair, and maintenance of reservation roadways. The work involves the safe and efficient operation of various pieces of equipment which includes, but is not limited to, trucks, tractors, dozers, backhoes, rollers, graders, and snowplows. Duties also include the minor repair and maintenance of such equipment.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Operate heavy equipment in the construction, repair, and maintenance of reservation roadways.
2. Clean drainage ditches and culverts. Replace damaged culverts if necessary.
3. Fill potholes, seals cracks and repairs eroded areas on road surfaces.
4. Remove litter and debris from roadways.
5. Cut and remove brush from ditches.
6. Mow the grass from the roadsides.
7. Maintain tools, service equipment and make minor repairs on a regularly scheduled basis.
8. Make deliveries of fuels, tires, and parts to job sites, and perform emergency service tasks such as sign repair, snow, and ice removal, etc., as necessary.
9. Perform flag person duties, if required, on road repair projects.
10. Set out signs and cones around work areas to divert traffic.
11. Demonstrate punctual and reliable attendance in accordance with designated work schedule.

12. Perform all assigned tasks according to established safety rules, regulations, and practices, and promptly report work-related injuries, unsafe conditions, and near-miss incidents to immediate supervisor.
13. Perform surveillance duties if required, for security of property and equipment.
14. Perform preventative maintenance and upkeep of shop and equipment.
15. Will be required to work before and after regular business hours, on weekends and holidays and during inclement weather as required.
16. Perform surveillance duties if required, for security of property and equipment.
17. Money saving repairs on Public Work vehicles and equipment.
18. Maintain license and safety updates on blasting beaver dams; perform duties related to beaver control.
19. Assist with burials, as requested.
20. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
21. Other job-related duties as assigned by Supervisor.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	• One-year related experience.
Education:	• High School Diploma or GED.
License/Certification:	• Valid class B driver's license and insurable under the RTC automobile insurance policy. • Must work toward obtaining a class A Commercial driver's license.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	• Ability to follow oral and written instructions. • Ability to perform strenuous physical labor under less than desirable conditions. • Ability to maintain effective working relationships with co-workers and supervisors. • Ability and skill to effectively operate equipment. • Knowledge of the methods and materials used in the maintenance of roads. • Considerable knowledge of the proper and safe operation of motorized equipment. • Must be willing to learn the Indian Reservation Road Inventory system and procedures. • Basic operation of a workstation (turning on/off, knowledge of basic functions and components). • Ability to perform other duties as assigned. • A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Class A Commercial driver’s license.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.