

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL DEPARTMENT FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org
E-mail: sherry.dupuis@cskt.org**

*****VACANCY ANNOUNCEMENT*****

TITLE: Greeter/Safety Monitor Foreman (Contract Position)

LOCATION: Facilities & Maintenance Department - Pablo, MT

SALARY: \$17.26 to \$19.84 per hour

CLOSING DATE: Thursday, August 1st, 2024 at 5:30pm

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** This position is an integral part of the Facilities & Maintenance Department and is responsible for overseeing facility security to protect company assets, employees, and the public. Position will exercise good judgment and have responsibility for results. Position will be responsible for direction and guidance of workers assigned under their supervision and provide performance reports regarding inspections of the workplace.

WORK ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Performs Greeter/Safety Monitor duties as outlined in the position description when necessary.
- Performs onsite inspections for the quality of facility safety and coordinates the safety and security programs to promote and ensure a safe working environment.
- Monitors inspection checklists to ensure compliance with specifications. Determines whether further action is necessary and processes the proper work order if needed. Makes daily reports of work in progress identifying all employees on site and submits to appropriate staff; including verification of payroll hours worked.
- Performs inspection of facility grounds for safety and compliance with established scope of work for the Facilities and Maintenance Department. Submits work order documents to address safety needs and/or concerns. Assist employees in understanding intent of inspection checklists when necessary.
- Oversees the daily workflow, schedules, and assignments of staff.
- Prepares and conducts training for new hires and current staff including training on customer service, drug and alcohol procedures, and related safety and security topics.
- Establishes and maintains a listing of all needs found from inspection reports, identify any safety violations, and notify their supervisor and Department Head of findings.
- Provides and/or implements safety and security protocols for all assigned facilities and information systems.

- Evaluates the effectiveness of safety and security programs and submits recommendations for improvements and additions to the safety management program including emergency preparedness, accident prevention, general safety, and risk management.
- Provides specialized security for, and monitors access to, limited and restricted access areas such as inventory areas, network equipment areas, and employee files and confidential records.
- Conducts regular walk-throughs and safety/security inspections for assigned facilities.
- Performs all other duties as assigned.

MINIMUM RECRUITING QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION)

- High school diploma or equivalent.
- Must have five (5) years’ experience and/or training in security related experience and three (3) years supervisory experience.
- Computer skills in Word and Excel.
- Must have or obtain First Aid/CPR certification within six (6) months after hire date, and must always remain current, along with training certification in First Aid/CPR to provide or set up certification training for all employees.
- Must have a valid driver’s license and have no alcohol-related convictions within the past three (3) years.
- Must pass background check.
- Must be able to work Monday through Friday.

****Regular work schedule and hours may vary as deemed necessary by supervisor****

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW)

- Must have the ability to communicate with co-workers and subordinates, monitor work duties and progress, direct and supervise work of others, and ability to interpret policies and procedures and security protocols. Ability to provide training on customer service, drug and alcohol procedures, and related safety and security policies, procedures, and protocols; preference toward certified trainer in First Aid/CPR. Ability to work with confidential and classified information. Ability to provide exceptional customer service.
- Must have extensive knowledge of security protocol and procedures. Must also have basic knowledge of materials used to perform related duties and be proficient with Microsoft Office Suite or related software.

➤ **FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.**

SUBMIT:

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copy of relevant academic transcripts and/or certifications.
3. Copy of valid driver’s license.
4. Proof of enrollment from a federally recognized Tribe, if other than CSKT.
5. If claiming veteran’ preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Department, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact: Gwen Clairmont, Facilities & Maintenance Office Manager at (406) 675-2700 Ext. 1056.