



# WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque  
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Lee Erickson

## Job Announcement

**Position: Elder Driveway Laborer I**  
**Location: White Earth**  
**Pay: \$17.64/hr**

**Benefits: Full**

**Open: 05-04-26**  
**Close: Until Filled**  
**Status: Full time**

The White Earth Reservation Business Committee is seeking a qualified candidate who will be responsible for assisting with the maintenance of elder driveways for individual households on the White Earth Reservation.

### Position Outcomes:

#### Assists with repair and maintenance of elder driveways and other assigned duties

- Assists heavy equipment operator leveling and grading driveways for elder program
- Assist mobilizing equipment and materials to the sites
- Assist other staff with snow removal and grave digging as assigned

#### Ensure maintenance is performed on equipment to promote longer equipment life with safer operation.

- Greases equipment grease points on buckets, booms, tracks and suspensions.
- Changes oil, oil filters, air filters and fuel filters, using correct parts and materials.
- Performs minor repairs on equipment, such as changing hydraulic hoses, belts, mechanical linkages and tires.
- Maintains mechanical and maintenance records of equipment and trucks

#### Ensures safe procedures are followed to prevent accidents, injury and death.

- Ensures loaded buckets, booms and other related equipment are not swung overhead of other workers.
- Ensures backup alarms, flashers, parking brakes and other safety equipment is in working order and operational.

#### Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills & Abilities:

- Knowledge of machines and tools, including their designs, uses, repair and maintenance.
- Knowledge of materials, methods and the tools involved in the construction and maintenance of water and sewer systems and their related components.
- Ability to follow the policies and procedures of the White Earth Reservation Tribal Council and the Public Works department.
- Knowledge of White Earth Reservation demographics, culture, history, and lifestyles.
- Skilled in the operation of hand tools and power tools.
- Skilled in determining the kind of tools and equipment needed to do a job.
- Skilled in the handling of multiple tasks.
- Skilled in understanding written sentences and paragraphs in work related documents.
- Ability to define problems, collect data, establish facts and draw conclusions.
- Ability to interact with internal and external customers with tact and diplomacy.
- Ability to communicate effectively, both orally and in writing.
- Ability and willingness to learn new skills as required.

### Qualifications:

- High School Diploma or General Education Degree (GED),
- Valid driver's license to travel to Various work sites and other business-related destinations.
- Must be able to pass a criminal background check and drug screening.

Mail Applications to: White Earth Tribal Council  
Attention: Personnel  
P.O. Box 418  
White Earth, MN 56591

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