



The Three Affiliated Tribes

Job Description

Fleet Manager

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

POSITION: FLEET MANAGER DEPARTMENT: LAW ENFORCEMENT SALARY: \$24-26/HR CLASSIFICATION: NON-EXEMPT	FLSA STATUS: FT REGULAR LOCATION: NEW TOWN, ND OPENING DATE: 4/6/17 CLOSING DATE: 4/20/2017
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POSITION SUMMARY: Performs a wide variety of clerical and administrative support services requiring knowledge of the Law Enforcement Services with an emphasis on the fleet management processes and procedures. This includes various aspects of fleet management protocol, and proper paperwork. The Fleet Manager is assigned the primary responsibility for maintaining the fleet, and preparing a variety of complex documents. The Fleet Manager requires considerable knowledge of Law Enforcement Services, MHA Nation Policy and Procedures and the Bureau of Indian Affairs Personnel Manual. Prepares receipts, inventory and other records in alphabetical or numerical order, according to the filing system used. Locate and remove material/property from service and files when requested by an authorized personnel member. Completes documentation of fleet inventories, services, and distribution to personnel and service departments. Maintains property & procurement of vehicle equipment, fleet, patrol units and vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Files records in alphabetical or numerical order.
2. Labels vehicles and equipment for proper placement.
3. Retrieves vehicles as necessary.
4. Documents access of vehicles by authorized personnel.
5. Maintains clean and organized files and work space.
6. Manages databases and records.
7. Responsible for the receipt, retention and disposition of vehicles.
8. Releases and secures vehicles to their approved personnel or onsite locations.
9. Establishes automated history of vehicle maintenance in an automated database.
10. Secures files and limits access to authorized personnel only.
11. Maintains confidentiality.
12. Provides general office duties such as typing, and operating machines.
13. Answer questions about vehicles.
14. Modify and improve the fleet storage systems, or implement new systems.
15. Perform periodic inspections of fleet in order to ensure property condition.
16. Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to guidelines and/or legal requirements.
17. Enter document identification codes into systems in order to determine locations of fleet to be retrieved.



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18. Design forms related to fleet management systems.
19. Occasional travel for operational, training, and auditing purposes may be required.
20. Direct report to the Evidence & Property Control Technician.
21. Property & Procurement Clerk job duties.
22. Maintains property & procurement of equipment, patrol units & vehicles.
23. **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing others does not exist.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Knowledgeable in fleet management techniques.
- Knowledgeable in filing systems, processes and procedures.
- Knowledgeable in the Three Affiliated Tribes Law Enforcement Services department.
- Evidence collection processes and record keeping practices.
- Operation of general office equipment.
- Modern office practice and procedures.
- Mandan, Hidatsa & Arikara Nation Personnel Policies & Procedures.
- Three Affiliated Tribes Law Enforcement organizational structure and Supplemental Operating Policy & Procedures.
- The Bureau of Indian Affairs Office of Justice Services Law Enforcement Handbook and the Discipline and Adverse Action Department Manual.
- Tribal laws, bylaws, resolutions and Constitution.
- Electronic information data systems, principles of identification, research techniques.

Skills

- Strong communication and interpersonal skills.
- Computer skills.
- Customer Service experience required.
- Understanding of PL101-360, PL93-638, CFR 2563, PLIOI-647, CFR 45 1301, 18USC922, EQ 12968, DOI 441 DM5, CFR 25 12, PL90-618, TAT PPP, TAT Background Investigations SOPP, TAT LES SOPP, Tribal laws, bylaws, resolutions and Constitution.

Abilities

- Interpret and explain rules and procedures.
- Inventory, catalog, properly store, surplus and package a variety of materials.
- Handle, store, wrap, package, and ship all types of vehicles and hazardous materials.



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- Establish automated history of materials using a database to ensure tracking and location.
- Provide extensive advice, guidance, and training on all aspects of fleet management processing and procedures.
- Effectively communicate with employees, management, vendors, and the public.
- Compile and organize data into reports.
- Performs clerical work requiring independent judgement and accuracy.
- Attention to detail.
- Works well independently and as a part of team.
- Strict confidentiality is adhered to the highly sensitive records.
- Ensures authorized access of files is adhered to.
- Maintains control of files.
- Must maintain an alcohol and drug free workplace.
- Zero tolerance of drug use.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High School Diploma or General Equivalency Diploma (GED) is required.
- A Valid Driver's License is required.
- Ability to successfully pass a Law Enforcement Public Trust Background Investigation with a favorable suitability is required.
- Ability to successfully pass a FBI Finger Print chart is required.
- Ability to successfully pass a Drug Test is required.

WORKING CONDITIONS:

- Work is performed in an office setting or actual crime scene with long periods of sitting and typing.
- May be placed in hazardous situation when handling potentially dangerous materials, such as explosives, poisonous, corrosive, highly combustible, contaminated with infectious materials that require various safety precautions, such as protective clothing and equipment such as safety glasses, gloves, and masks.
- Is required to travel away from office for extended periods of time, and may work out in inclement weather.
- Requires hand-eye coordination and manual dexterity sufficient to operate a computer, keyboard and office equipment.
- Work load may be stressful and may require irregular work hours.
- Government vehicle may be used if required to perform job duties.
- Work requires considerable exertion such as walking, standing, stooping, reaching, and lifting heavy objects in excess of fifty pounds.



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Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested persons must submit the following information:

- * TAT Application
- * Copies of
 - Diplomas/Certificates and Transcripts
 - Driver's License & Social Security Card
 - Indian or Veteran Preference documents (If applicable)

Submit all necessary information to the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960

Three Affiliated Tribes
Law Enforcement Services
PO Box 1275
New Town, ND 58763
Ph# 701-627-3617
Fax# 701-627-3308