



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Water & Sewer Field Operator**
SUPERVISOR: **Water & Sewer Manager and/or Assistant Manager**
LOCATION: **Water & Sewer Department**
POST DATE: **May 1, 2019**
CLOSING DATE: **May 15, 2019**

General Description: The primary responsibility of this position is to assist with the daily operation of the Lac du Flambeau Tribal Utilities.

Qualifications: High School Diploma or Equivalent is required. Must possess a valid driver's license.

Salary: \$12.00-\$14.00 per hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, and **notarized release of information form by the deadline**. Applications and detailed job descriptions can be located via website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Field Operator

B. DEPARTMENT: Water & Sewer

C. SUPERVISOR'S TITLE: Water & Sewer Manager or designee

D. D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to assist with the daily operation of the Lac du Flambeau Tribal Utilities. Specific responsibilities include but are not limited to the following:

1. Will be trained to conduct daily checks and inspects at every pump station of each water distribution system and all lift stations of the sewage collection system. Will note abnormalities, defects, malfunctions, and emergency situations and report them as soon as practical to supervisor.
2. Will be trained to interpret cycle and hour counters and record each day at all stations.
3. Will be trained to collect bacteriological and chemical water samples.
4. Will maintain a daily log of all activities.
5. Will be trained to operate septic pumper truck, sewer jetter, back hoe-loader and other major equipment.
6. Will be required to perform routine maintenance of the sewage stabilization ponds, fencing berms, etc.
7. Will be trained to read and interpret As-built maps of the systems to become familiar with all valve locations.
8. Will be required to read water meters on a quarterly basis or as directed.
9. Will have a varying schedule, weekends, holidays and on call 24/7.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with other departments and tribal staff.
2. **External:** Frequent contact with public/customers

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Water & Sewer Manager or designee

H. EDUCATION: High school diploma or equivalent required.

I. EXPERIENCE: Work experience in related fields, some formal is preferred but not required.

J. SKILLS:

Must possess and maintain a valid Wisconsin Driver's License. Must have the ability to receive instruction and supervision in a cooperative manner and accomplish work activities as scheduled by supervisor. Must have demonstrated reliable attendance and good past job performance record.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** To promote safety, employees are expected to exercise caution and comply with safety regulations, traveling and work assignments, work at various heights and confined spaces, and in variable diminished lighting, and working in proximity to moving mechanical parts.
2. **Exposure to Hazards:** Exposure to air-borne particles, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, exposure to wet and slippery surfaces. Exposure to blood borne pathogens, and communicable disease, Exposure to extreme temperatures at work sites
3. **Physical Requirements:** lifting heavy objects and climbing.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Water & Sewer Field Operator to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Will be required to work a varying schedule including weekends and holidays. Will be required to attend out of town seminars and training sessions with the intention of becoming a state certified Water/Waste Water Operator within 1 year. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee

Date

Manager

Date