



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Water & Sewer Field Operator
SUPERVISOR: Water & Sewer Manager
LOCATION: Water & Sewer Department
POST DATE: June 8, 2022
CLOSING DATE: June 22, 2022

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 Wisconsin Driver's License and liability insurance. Previous experience in related field is preferred.

Salary: \$15.00-\$17.00/hr. depending on 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 on our 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: Water & Sewer Field Operator

B. DEPARTMENT: Water & Sewer Department

C. SUPERVISOR'S TITLE: Water & Sewer Manager

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. Conduct daily inspections and checks at every pump station of each water distribution system and all lift stations of the sewage collection system. Noting abnormalities, defects, malfunctions, and emergency situations and report them as soon as practical to the Supervisor.
2. Interpret cycle and hour counters and record daily at all stations.
3. Collect bacteriological and chemical water samples.
4. Maintain a daily log of all activities.
5. Operate septic pumper truck, sewer jetter, back hoe-loader and other major equipment.
6. Perform routine maintenance of the sewage stabilization ponds, fencing berms, etc.
7. Read and interpret as-built maps of the systems to become familiar with all valve locations.
8. Read water meters on a quarterly basis or as directed.
9. Schedule will vary, 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 and customers.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Water & Sewer Manager and/or Assistant Manager.

H. EDUCATION: High School Diploma or equivalent required.

I. EXPERIENCE: Work experience in related fields, some formal is preferred. On the job training is provided.

J. SKILLS: Must possess and maintain a valid Wisconsin Driver's License and liability insurance. Must have the ability to receive instruction and supervision in a cooperative manner and accomplish work activities as scheduled.

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, in confined spaces, and/or in variable/diminished lighting, and working in proximity to moving mechanical parts.
- 2. Exposure to Hazards:** Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces. Exposure to blood-borne pathogens and communicable diseases; and lifting, carrying and moving work related supplies/equipment. Exposures to extreme temperatures at work sites.
- 3. Physical Requirements:** Physical demands of the position, 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 attitude or behavior 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: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. 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**

Previously signed

Tribal Administrator **Date**

Previously signed

Human Resources Director **Date**