

JOB ANNOUNCEMENT UPPER SIOUX COMMUNITY

Position: Public Works Operator

Department: Public Works

Hours: Full-time, Monday-Friday, 8am-4pm

Salary: Dependent on Qualifications

Closing Date: Open until filled



DESCRIPTION

To perform a wide variety of routine operations and maintenance of water and wastewater systems under direct supervision and assist Upper Sioux Community personnel in performing skilled work with the water and wastewater systems.

SUMMARY

This is an entry-level position in the Public Works Department. Routine tasks and duties assigned to position including duties performed according to established procedures with changes in procedures or exceptions to rules explained in detail as they arise. The Public Works Operator can be used as a training class; employees may have limited or no directly related work experience.

SUPERVISION

Receives immediate supervision from the Public Works Director.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Essential and other important responsibilities and duties may include but are not limited to the following:
- Perform water and waste water testing and document the results.
- Assist with installation, maintenance, and repair of facility equipment.
- Must comply with data practices and policies and standards relative to restricted and nonrestrictive data.
- Perform a wide variety of general clerical work including the maintenance of logs and records, verifying accuracy of information, and recording information.
- Operate a variety of office equipment including copiers, email, and applications for water and wastewater facility; input and retrieve data and text.

EDUCATION, EXPERIENCE AND QUALIFICATION REQUIREMENTS

- High School or GED must be at least 18 years of age.
- Receive, sort and distribute incoming and outgoing correspondence.
- Applicant Must successfully complete driving record and background examination.
- Must obtain required Water/Wastewater certification by end of 1 year of employment.
- Perform related duties and responsibilities as required/assigned.
- Must have valid MN driver's license and current insurance.
- Subject of mandatory drug testing.
- Native American Preference applies.

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and the Upper Sioux Board of Trustees reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

Native American Preference Applied

If interested, send Resume and Cover Letter to:

Upper Sioux Community

Attn: Jeremy McLaughlin

PO Box 147, Granite Falls, MN 56241 or jeremym@uppersiouxcommunity-nsn.gov