JOB DESCRIPTION

POSITION: Water and Sewer Maintenance Worker -SEASONAL

LOCATION: Red Cliff Reservation; Wastewater Treatment Plant

WAGE: $15.00 per hour, 40 hours per week

SUPERVISOR: Public Works Administrator and Public Works Assistant Director

THIS IS A SEASONAL FULL-TIME NON-EXEMPT POSITION.

JOB SUMMARY: Perform a variety of operation and maintenance activities on the community water and sewer system with the assistance of the W&S Operator. General and routine maintenance of the community water & sewer systems.

DUTIES AND RESPONSIBILITIES:
1. Perform various maintenance tasks as directed by the Public Works Administrator, Assistant Director, and W&S Operator.
2. Recording data on water and sewer pumps and maintenance schedules.
3. Performance of pump, vehicle, and equipment maintenance and repair. Must be able to maintain and operate all equipment as designated for use.
4. Perform underground line locates and markings to standards for Diggers Hotline tickets.
5. Locate and exercise valves, curb shut offs and hydrants. Mark in GIS to be used in mapping.
6. Assist operator in excavations and perform necessary repairs to community system.
7. Have general knowledge of plumbing principals.
9. Operate all components of the RVS system which includes, meter readings, meter installation, troubleshooting faulty meters and repair.
10. Assist W&S Operator in the general maintenance of grounds and WWTP and its outbuildings, including the Lift Stations and Pumphouse.
11. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deem necessary by supervision.

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SUPERVISORY AUTHORITY: None

KNOWLEDGE: Must be able to read blueprints and understand the schematics and as-builts. Vehicle maintenance- gas & diesel. Knowledge of computer data entry. Knowledge of EPA drinking water and wastewater regulations. Knowledge of the Red Cliff Tribe’s environmental rules and regulations. Must also be knowledgeable of Native American tribes and the uniqueness of the Red Cliff Community.

QUALIFICATIONS:
1. Must be at least 18 years of age.
2. A minimum of 1 (one) year work experience in Water & Wastewater treatment is preferred, however, willing to train an applicant with mechanically inclined/maintenance background.
3. Must be available for afterhours and/or weekend coverage for emergency situations.
4. A valid driver’s license is preferred along with a vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Eligible to be put on the Tribe’s vehicle insurance policy is preferred.

PERSONAL CONTACTS: Individual will have daily contact with community members, Tribal staff, customers, vendors, and other governmental agencies.

PHYSICAL REQUIREMENTS: Duties assigned to this position involve lifting of at least 75 lbs. or more (with assistance), bending, carrying, climbing, and twisting. These motions generally utilized in field/inventory work. Must be able to navigate uneven terrain. This is an extremely physical position

WORK ENVIRONMENT: Water and Sewer plant and Tribal lands with majority of time working is outside in various weather conditions. Must be able to walk through uneven terrain in various weather conditions. All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: Will be required to travel locally for inspection purposes.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs 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 tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

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APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required, cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: March 29, 2022
DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:
Red Cliff Band of Lake Superior Chippewa
Human Resources Department
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
hr@redcliff-nsn.gov
(715)779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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