
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

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**JOB DESCRIPTION****POSTED: JUNE 5, 2018****DEADLINE: June 20, 2018**

POSITION: Water/ Wastewater Operator
DEPARTMENT: Planning
LOCATION: Lac Vieux Desert Reservation, MI
SUPERVISOR: Utilities Board
EMPLOYMENT: Full Time
SALARY/PAY RATE \$11.00-\$14.59 D.O.E

DESCRIPTION:

Under limited supervision of the Utility Board or designee. Based on certification(s) held, this person will be responsible for the operation and maintenance of the water system, wastewater treatment facility, and collection system. Included in these responsibilities are testing, laboratory analysis, maintenance, and upkeep of the wastewater treatment facility and collection system, the water system, and collection systems.

RESPONSIBILITIES:

- Operation, maintenance and repair of wells, the pump house, and the water tower used for the production and distribution of water.
- Testing and control of chlorine injection at the pump house.
- Operation, maintenance, and repair of water mains, hydrants, water meters and other related items.
- Assist in water service connections and installation of water meters and other related work.
- Reading meters and completing billing.

- Keeping accurate records, reports and logging all pertinent information required in water and wastewater treatment operations. Work includes preparation of necessary data and reports to other governmental agencies as required.
- Collecting water samples, as required by the Safe Drinking Water Act.
- Operation, maintenance, and repair of sanitary sewer mains, manholes, flow meters, and lift stations.
- Operation, maintenance, and repair of the wastewater treatment facility (lagoon).
- Sampling and testing necessary in water and wastewater treatment operations, as required by the Clean Water Act.
- Attend safety meetings as required and shall assist in necessary safety precautions.
- Maintenance of building and grounds of the water and wastewater facilities and other related work.
- When directed, attend such schools and workshops as necessary and pertinent to this position.
- Perform such other duties as directed by the Utility Board or designee.
- Be on call 24/7 and arrange for coverage when not available.

MINIMUM QUALIFICATIONS:

- Must have High School diploma or GED
- Basic computer skills with experience in word processing and spreadsheets.
- Must have a valid and unrestricted Michigan Driver's License and appropriate endorsements for all vehicles required to operate in the performance of duties.
- Must pass Michigan Vehicle Report in order to become insured by LVD's driver insurance carrier.
- Must be willing to attend training pertaining to job.
- Work towards obtaining a State of Michigan Class "L1 wastewater operator certification.
- Work towards obtaining a State of Michigan Class "S4" and "D4" water operator certification.

PHYSICAL DEMANDS:

Frequent walking, standing, lifting, reaching, bending, kneeling, and stretching are to be expected. The nature of the work also involves working from heights, awkward positions and confined spaces, in addition to the use and exposure to various chemicals (some hazardous), solvents, and machinery, resulting in the need to wear personal protective equipment such as gloves, hard hats, hazmat suits, fall harnesses, masks, and eye, hearing and/ or foot protection. An employee will need normal, or corrected to normal range of sight and hearing, significant fine finger dexterity, and will carry work related materials up to fifty (50) pounds on occasion.

WORKING ENVIRONMENT:

Work is performed in a variety of environments that may range from cold and dry to hot and humid, and indoors to outdoors. The work may also take place in confined spaces. The employee's work schedule may periodically need to be flexible and adjusted

according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

- 1. The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position. The Lac Vieux Desert Tribe will provide preference to all qualified Indians in employment and training opportunities in compliance with the Lac Vieux Desert Indian Preference Ordinance enacted by the Lac Vieux Desert Band of Lake Superior Chippewa Indians on May 18, 2012 as may be amended from time to time.*

Date Approved by the Tribal Council: March 18, 2015