

JOB ANNOUNCEMENT
Upper Sioux Community

Position: Public Works Operator
Hours: Full-time
Wage: Dependent on Qualifications
Closing Date: Open Until Filled

DESCRIPTION

To perform a wide variety of routine operation 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. Public Works Operator can be used as a training class; employees may have only 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.
- 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 to mandatory drug testing.
- Native American Preference applies.

Please send a resume or USC application to:
Upper Sioux Community
Board of Trustees
Attn: Executive Office Manager
P.O. Box 147
Granite Falls, MN 56241