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Job Advertisement

JOB TITLE: Water and Sewer Maintenance Man (3 positions)

ACCOUNTABLE TO: Maintenance Foreman

SALARY: \$12.00 to \$14.00 Per Hour

OPENING DATE: March 25, 2019

CLOSING DATE: April 8, 2019

HOW TO APPLY:

Submit a complete NCUC Employment Application: Resume, 3 current (within 1 year) letters of reference; copy of credentials, college transcripts, current drivers license and Tribal Certification to the NCUC Office.

POSITION SUMMARY:

Under the supervision of the NCUC Foreman. Meets with the Foreman daily to receive job assignments and submits reports on job assignment completion. Water and Sewer Technician duties include meter maintenance and analysis, inspections of water and sewer installations and repairs, locates of reservation water and sewer mains, meter change outs, maintenance of Utility property, equipment, pump houses, and pumps, and other duties as required. General knowledge of water and sewer main construction is desired but not required. Must have a clean driving record. Physical labor is required to perform duties of the position. Will be on call 24/7/365. Must have a professional demeanor with staff, vendors, contractors and customers. Must be punctual and reliable and have the ability to use computers with general knowledge of Windows & Excel

QUAILIFICATIONS:

- 1) Must have high school, GED or 5 years' work experience equivalent
- 2) Must have knowledge of operating a backhoe and other maintenance equipment
- 3) Must have knowledge of water mains, sewer mains, and lagoon system.
- 4) Must have knowledge of reading maps, as builts and blue prints.
- 5) Must have basic knowledge of mechanic work and welding.
- 6) Be willing to be on-call 24 hours a day, seven days a week.
- 7) Must have valid Montana Driver's License.

DUTIES & RESPONSIBILITIES:

- 1) Reports and receives daily work assignments to and from Foreman and General Manager
- 2) Obtain profiles from customer meters and analyze as needed.
- 3) Locates Reservation water and sewer mains as required.
- 4) Inspect water and sewer service line installations. Prepare inspection report and take photos.
- 5) Oversee main break repairs.
- 6) Oversee main installations or replacements as required.
- 7) Pick up/receive parts from vendors.
- 8) Assist in directing IHS, EPA personnel with updating and correcting Reservation base maps and locations
- 9) Post past due notices of past due accounts via water disconnects and reconnects.
- 10) Grounds maintenance.
- 11) Maintain District equipment and vehicles.
- 12) Maintain District buildings and contract out services.
- 13) Clean maintenance building.
- 14) Attend meeting and/or trainings as requested by Foreman or General Manager.
- 15) Daily written and/or verbal reports.
- 16) Must be able to lift 100 lbs.
- 17) Must obtain water and wastewater operator's license within one (1) year of employment
- 18) Other tasks as needed.

All selected applicants will be subject to pre-employment drug testing upon hire.