



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: Water/Sewer Operator Assistant

LOCATION: Red Cliff Reservation

SALARY: \$12.00- \$15.00 per hour, (DOQ), plus benefits

THIS IS A REGULAR FULL-TIME NON EXEMPT POSITION

SUPERVISOR(S): Public Works Director

JOB SUMMARY: Perform a variety of operation and maintenance activities on the community water and sewer systems.

JOB DUTIES:

1. Perform various maintenance tasks as directed by the Public Works Director and/or Red Cliff Main Operator.
2. Record maintenance schedules and daily work logs.
3. Familiarity with various types of pumps (grinder, peristaltic, centrifugal).
4. Maintenance and repair of different types of engines, including diesel engines.
5. Must be able to operate and maintain all equipment.
6. Perform/oversee excavations and perform necessary repairs to community system.
7. Understand general plumbing.
8. Perform office duties such as filing, ability to run RVS billing/software program, read meters, compliance sampling to EPA, Phones, etc
9. Perform daily quality control samples for proper waste water treatment.
10. Must be available 24 hours a day for emergency situations. (May include weekends and /or nights on emergency requests.)
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 deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Must be able to read blue prints and understand the schematics and as-builts. Vehicle maintenance, gas and diesel. Knowledge of computer data entry. Knowledge of EPA

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drinking water and wastewater regulations. Knowledge of Red Cliff environmental rules and regulations. Must be knowledgeable of Native American tribes and the uniqueness of the Red Cliff Community.

QUALIFICATIONS:

1. Minimum of high school diploma, HSED or GED required.
2. Must be at least 18 years of age.
3. Must possess a minimum of 1 (one) year work experience in Water & Waste Water treatment.
4. State of Wisconsin Water & Waste Water Operator Certification preferred; if no certification, must obtain basic operator-in-training certification within first year of employment and work towards all subclasses needed for certification.
5. Must have a valid driver's licenses, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

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

PHYSICAL REQUIREMENTS: Must be able to lift at least 50 pounds. Duties assigned to this position involve lifting, bending, carrying, climbing, twisting. These motions generally utilized in field/inventory work.

WORK ENVIRONMENT: Water and Sewer plant. All tribal buildings are smoke free. Also, majority of the time working is outside in various weather conditions.

TRAVEL REQUIREMENTS: Will be required to travel locally for inspection purposes. Will be required to attend training and meetings both in state and out of state

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 Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

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

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.

POSTING: August 30, 2017

DEADLINE: September 13, 2017 at 4:00 pm

FOR FURTHER INFORMATION:

Red Cliff Tribal Administration Building

Personnel Office

88385 Pike Road

Hwy 13

Bayfield, WI 54814

www.redcliff-nsn.gov

susie.gurnoe@redcliff-nsn.gov

(715) 779-3700 ext. 4268

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 ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU 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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EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 12 paid holidays.

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