

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Utility/Roads Worker
Department: Utilities/Roads
Reports To: Utility/Roads Manager
Status: Hourly
Open 3-19-19
Close 4-5-19

Summary: Provides office clerical, bookkeeping and maintenance support for Utilities, and Roads programs by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Utilities:

Enter data using Housing Data Systems (HDS) for utility accounts

Sends out invoices to account holders and makes copies for the record.

Sorts and maintains file records

Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant.

Dumps specified amounts of chemicals such as chlorine, ammonia, and lime into water or adjust automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water.

Starts agitators to mix chemicals and allows impurities to settle to bottom of tank.

Turns valves to regulate water through filter beds to remove impurities.

Pumps purified water into water mains.

Monitors panel board and adjusts controls to regulate flow rates, loss of head pressure and water elevation, and distribution of water.

Cleans tanks and filter beds, using backwashing (reverse flow of water).

Read water meters at service connections weekly and maintain written documentation.

Take water samples daily (seven days a week) in accordance with SSIT's sampling plan and maintain written documentation.

Transport water samples to testing site as required.

Perform regular and emergency maintenance and repairs on water lines, machines, and equipment and maintain written documentation.

Maintain buildings and grounds around water tower and treatment site, and other utility sites as needed.

Schedules maintenance and repair of septic systems and maintain written documentation.

Purchasing and inventory control of all supplies and equipment associated with utilities.

Meets with Utility Board monthly.

Roads:

Repair potholes in gravel and asphalt roadways using hand tools or equipment as necessary.

Gather and report information on roadways included or to be added to the Tribal Transportation Program inventory.

Remove snow and ice from roadways with shovel or snow plow as needed.

Maintain road maintenance equipment.

Assist with update to the Tribal Transportation improvement program

Other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School diploma or general education degree (G.E.D.) required; and one to three months related experience and/or training, or equivalent combination of education and experience.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates and percentages, interpret pie charts and graphs, and ability to assist clients to understand financial data.

Computer Skills

To perform this job successfully, knowledge of HDS Software System and QuickBooks Accounting software preferred, Basic Accounting software; and Microsoft Office applications.

Certificates, Licenses, Registrations

Current Washington State driver's license required. First Aid/CPR, and Blood Borne pathogens certification required, Washington State WDS Certification required or obtain within one (1) year of employment.

Physical Demands/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Culturally Sensitive: All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace: Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check: All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

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