

LUMMI TRIBAL SEWER AND WATER DISTRICT

JOB ANNOUNCEMENT

JOB TITLE: Temporary Seasonal Utility Worker

OPENS:	May 8, 2019	CLOSES:	May 17, 2019
EXEMPT:	No	DEPT:	Lummi Tribal Sewer/Water District
SALARY LEVEL:	DOE	DURATION:	6 to 9 months / Temporary
SHIFT:	Day	LOCATION:	Gooseberry Point

JOB SUMMARY: Under the active guidance of the Water and/or Sewer Supervisor and Utility Operators. The Utility Worker assists with the operation, maintenance and repair of the water and/or the wastewater systems depending upon their assignment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned:

General:

1. Assists Operators with water system operation, monitoring, maintenance and repair activities to insure safe, continuous and uninterrupted service to District customers.
2. Assists Operators with all wastewater system operation, monitoring, maintenance and repair to protect the public health and natural resources of the community.
3. Responsible for following all safety standards and/or regulations, and for reporting any hazards to their supervisor.
4. Responsible for assisting in emergency situations as they occur within the District.

Water Division:

1. Assists Operators in maintaining water production facilities including well pumps, control systems, chlorination, and fluoridation systems.
2. Assists Operators maintain the water distribution system including pumping stations, reservoirs, valves, and hydrants.
3. Assists Operators reading meters for billing purposes and performs shutoffs and turn-ons per District policies.

Sewer Division:

1. Assists Operators in maintaining the wastewater collection system lift stations and performs jetting and smoke testing of the sewer mains and services.

2. Assists Operators in maintaining the wastewater treatment plants including preliminary, primary, and secondary treatment, disinfection, and solids handling and disposal processes.
3. Performs cleaning, painting, and grounds maintenance for all District facilities.
4. Performs field and other special projects as assigned.

QUALIFICATIONS:

1. High School Diploma or GED
2. Valid Washington State Driver's License
3. CDL Certification Preferred but not Required

KNOWLEDGE, ABILITIES AND SKILLS

1. Initiative and the ability to work independently with a minimal amount of supervision.
2. Ability to analyze situations and problem solve with mechanical and equipment.
3. Ability to add, subtract, multiply and perform basic math calculations.
4. Ability to read/speak English and follow written and oral instructions.
5. Ability to spell and write legibly on forms, log books and other documents.
6. Ability to maintain concentration while performing routine repetitive tasks.
7. Ability to establish and maintain effective working relationships with diverse groups including employees, personnel from other tribal departments and the general public.
8. Ability to operate a variety of hand and power tools.
9. Willingness to work outdoors in all types of weather.
10. Physical ability to perform the essential functions of the job.

TO APPLY:

To obtain a Lummi Tribal Sewer & Water application go to: <http://ltswd.com/employment-opportunities> or request by email to leslyeo@ltswd.com

Submit application, cover letter, resume & references no later than 4:30 p.m. on the closing date listed above. Mailing address: 2156 Lummi View Drive, Bellingham, WA 98226. Fax: (360) 758-7195 For more information contact HR at (360) 758-7167 x 100.

LUMMI TRIBAL SEWER & WATER DISTRICT
 2156 LUMMI VIEW DRIVE, BELLINGHAM, WA 98226
 Phone (360) 758-7167 • Fax (360) 758-7195

Please include a cover letter and resume along with this application.

Please Type or Print. Answer all Questions fully and accurately.

Your Application will not be considered if it is not signed or if it is returned after positions advertised closing date.

Name	Social Security Number
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Please list any aliases, previous name, nickname, other name change legal or otherwise

Address (Street, PO Box)	Do you have a Valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No
	License No State

City	State	Zip	Phone No
			E-mail Address

How long at this residence? **If less than 1 year provide other addresses**

Are you enrolled in a Federally Recognized Native American Nation/Tribe? Yes No
If Yes, you must provide official enrollment verification, in order to qualify for Native Preference. Attach a copy of enrollment card/verification to this application in order to receive points in the selection process.

Name of Tribe/Nation	Enrollment No
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Are you a Lummi Fisherman? Yes No **Are you legally permitted to work in this country?** Yes No

Are you an American Veteran? Yes No **If yes, list the branch serviced, Date of entry-and discharge and type of Discharge.**

Have you ever been arrested for, charged with, or convicted of, been imprisoned, been on probation, or been on parole for any offense(s)? Include all offenses where you have been found guilty, pled guilty or nolo contendere (no contest). (Leave out traffic fines of less than \$50.00.) Yes No **(A positive response will not necessarily affect your eligibility to be hired) If yes, please list when, where and nature of offense(s):**

Have you ever been fingerprinted? Yes No **If Yes, Please list reason**

Have you been Employed by the LIBC previously? Yes No **If yes, When and Which Department**

Position(s) Applying For (In Order of Preference)	Expected Wage/Salary	Years of Experience

(Provide Copies of Transcripts or Diploma) EDUCATION

Type of School	Name and State	Years Completed	Graduated Y/N
High School			
Vocational/Trade			
College/University			

Type of Degree Obtained Associates BA MA PHD Other _____
What is your Degree in?

Please provide any additional knowledge, skills, qualifications that you may have, and any professional organizations, which you belong to that, are relative to the position(s) you are currently applying for.

Must list 3 references that can be contacted for verification. (Former and current employers, business associates that can verify your work practices and abilities.)

Name	Title	Company	Phone Number

Please list names of your immediate family member(s) that are currently employed with the LIBC		
Family Members Name	Position/Title	Relationship

Employment History (Please List Present or Last Position First) Provide work history for last 5 years. If unemployed or in school please list. Supplemental sheet available.

Name of Employer	Position/Title	Dates of Employment
Supervisors Name	Phone Number	Beginning Rate of Pay
		Ending Rate of Pay

Explain in Detail your duties

What do/did you enjoy <u>most</u> about this position?	What do/did you enjoy <u>least</u> about this position?
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Explain why you left this position or why you wish to leave current position

Name of Employer	Position/Title	Dates of Employment
Supervisors Name	Phone Number	Beginning Rate of Pay
		Ending Rate of Pay

Explain in Detail your duties

What did you enjoy <u>most</u> about this position?	What did you enjoy <u>least</u> about this position?
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Explain why you left this position

Name of Employer	Position/Title	Dates of Employment
Supervisors Name	Phone Number	Beginning Rate of Pay
		Ending Rate of Pay

Explain in Detail your duties

What did you enjoy <u>most</u> about this position?	What did you enjoy <u>least</u> about this position?
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Explain why you left this position

Agreement and Declarations
Please Read the Following Prior to Signing Application

I certify that the statements made in this application are correct and complete to the best of my knowledge.
 I understand that false or misleading information may result in termination of my employment.
 I authorize the LIBC Human Resources Department to verify any of the statements, employment/education information provided and to solicit information desired in connection with this application. I hereby release said organizations, companies and individuals from all liability for any damage for issuing this information. I understand that all positions are subject to criminal background investigation.
 If accepted for employment with LIBC, I agree to abide by all of the LIBC Policies and Procedures.
 I understand that any false statements made by me may be considered sufficient cause for cancellation of any opportunity to work for the LIBC and/or dismissal if already employed.
 I understand that if I owe the Lummi Nation or any of its entities an account receivable or other debt, I must make arrangements to pay this debt to be considered for a position with the Lummi Nation. The HR Dept. must receive from the LIBC Accounting Dept. a written statement stating I have made arrangements to repay my debt.
 I understand that LIBC IS A DRUG FREE WORKPLACE. All employment offers are contingent upon successfully passing a drug test and alcohol test. Applicants who fail the initial drug/alcohol test cannot reapply for 3 months. All employees are subject to annual random drug testing and testing following any on-the-job injury and when a supervisor reasonably believes and employee is unfit for duty. In addition to random testing some positions are considered a Safety, Security-Sensitive position, which require annual drug and alcohol testing. If an employee refuses to test or tests positive they will be terminated, in accordance with the policy set forth in section 4 of the LIBC Alcohol and Drug Free Workplace Policy.

Signature of Applicant	Date
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