



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:	Groundsman/Collector/Pumper	Open Date:	November 29, 2017
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Position Objective: Under general supervision, to perform heavy labor in the collection and disposal of commercial and residential refuse; to operate and maintain Sanitation vehicles; to maintain a variety of routine records; and to perform a variety of duties relative to assigned area of responsibility.

Major Duties & Responsibilities

- Perform heavy manual labor in the collections and disposal of refuse; lift, carry and dump refuse containers into dumpster in a truck; push or pull refuse container to hydraulic lift.
- Pickup and dispose of refuse and garbage; collect commercial and residential garbage, refuse and trash according to an assigned route.
- Assist with safety checks on all vehicles; fill vehicles with fuel as necessary; schedule maintenance on repairs as needed; wash sanitation trucks.
- Assist with maintaining a variety of records including oil and fuel usage and amount of refuse in excess of normal service.
- Respond to requests and inquiries from the general public regarding sanitation, collection and disposal operations.
- Follow all safety rules and procedures for work area.
- Perform related duties and responsibilities.
- Assist with operation of septic pumper truck, must be able to lift heavy hoses on and off truck in adverse weather conditions.
- Ability to operate front end loader and skid steer.
- Work Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases and inclement weather conditions.
- Knowledge of and ability to utilize a high degree of care for equipment in the proper operation of various equipment and must know all the vital servicing areas and intervals of the equipment. Skill to use a high degree of care and caution to prevent damage and breakdowns of equipment.
- Other duties assigned by Refuse Director.

Qualifications, Experience and education required:

- Operations, services and activities of a sanitation collection and disposal program.
- Operational characteristics of various sanitation collector and disposal equipment and vehicles.
- Principles and produces of record keeping.
- Occupational hazards and safety precautions.
- Pertinent Federal, Tribal, State and Local laws, codes and regulations

- Education: Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Experience: One year of equipment experience is desirable.
- License or Certificate: Possession of an appropriate Valid Driver's License with a clear driving record.
- Visual acuity to operate a vehicle.
- Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside reservation boundaries to attend meetings or trainings.
- The work conditions for this job description include that the Spirit Lake Tribe maintains an at will policy of employment.
- Must have a valid North Dakota Driver's License.

Job Role:	Groundsman/Collector/Pumper	Company Industry:	Spirit Lake Tribe Refuse Control Services
Exempt/Non-exempt		Closing Date:	December 8, 2017
Employment Status:	Full-Time	Supervision	RCS Director
Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	One	Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlekenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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