



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Lead Operator – Utilities Department – (FT- Regular)**

**Summary:** This position is responsible to lead/manage the utility operators in day-to-day operations of water distribution, wastewater collection and treatment, the septic sewage-receiving program, and other programs under the Utility Department. The lead operator will be responsible for effective supervision, managing, and motivating team members on a daily basis. Setting a good example and engaging the team to achieve individual goals, team goals, and the Government of the Little River Band of Ottawa Indians goals.

### **Employment Qualifications: Minimum Necessary Qualifications-**

- A qualified candidate is a minimum of 18 years of age; and
- A High School Diploma or GED; and
- work experience of four (4) or more supervisory years in water distribution, waste water collection and treatment of four (4) years overall supervisory experience; and
- The ability to perform algebraic calculations necessary to carry out the operation of the waste treatment or control facility, water distribution system and prepare the required reports; and
- Class Waste Water, S-2 and D-2 Water License or at least 2 of the 3, with the ability to obtain the 3<sup>rd</sup> license within two (2) of hire date; and
- A valid driver license with the ability to be insured and remain insured under the company's insurance policy; and
- CDL B with N Driver's License (Tank endorsement) within 180 days of hire date and the ability to be insured under the company's insurance policy; and
- Available to work variable hours to include nights and weekends.
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a Driver's License throughout employment and being insurable under the Tribe's insurance policy.

**Indian Preference is applicable in accordance with Ordinance #15-600-02**

**Pay Grade:** NE13

**Starting Hiring Range:** \$25.50 - \$29.50 – **Commensurate with Verified Qualifications**

**Status:** Non- Exempt/Hourly/Bi-weekly pay

**Background Check:** Extensive

### **Application Instructions:**

Obtain an application form and a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) .

To apply, please **Submit - completed application, cover letter, resume, copy of valid Driver License front/back and any/all licenses/certifications relevant to this position to:**

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231)331-1233; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) .

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

**Incomplete Submissions will not be considered.**

*For further information, please contact the LRBOI HR Department.*

**Tribal Member Posting Period – 04/05/2022 through 04/15/2022**

**General Posting Period – Subject to outcome of Tribal Member selection process.**