



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Utility Operator – Level 3 – Utilities - (1 FT - Regular)**

**Summary:** This position is responsible to operate and maintain the wastewater treatment facility, including general building maintenance, grounds keeping, and sampling of potable and wastewater.

### **Employment Qualifications: Minimum Necessary Qualifications –**

A qualified candidate offers:

- a High School Diploma or GED; and
- a work experience of two (2) or more years in water distribution, wastewater collection and treatment or Vehicle Maintenance, Small Equipment Maintenance; and
- Class D Wastewater, S-4 and D-4 Waste License or Equivalent or ability to write exams within 18 months of hire; and
- Exhibit the ability to solve one or two-step geometry and algebraic problems involving area, volume, flow rate, dosage rate, etc. as related to water distribution, wastewater collection and treatment situations; and
- CDL B with N Driver's License (Tank endorsement) within 180 days from the date of hire, with the ability to be insured under the company's insurance policy; and
- Available to work variable hours to include nights and weekends; and
- 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 valid Driver's License throughout employment and being insurable under the Tribe's insurance policy.

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

**Pay Grade:** NE11    **Status:** Non- Exempt/Hourly – Bi-weekly Pay    **Background Check:** Extensive  
**Hiring Range:** \$20.77 - \$25.99 – **Commensurate with Verified Qualifications**

### **Application Instructions: **Incomplete Submissions will not be considered.****

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

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660  
Phone: (231) 398-6859; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov) **ATTN:HR***

**To apply, please submit completed application, cover letter, resume, degree transcripts (if applicable) any/all licensure(s) and certifications stated under the Employment Qualifications above, a copy front/back of Tribal ID (if applicable), and a copy front/back of Driver License to:**

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660  
Fax: (231) 331-1233; Email: [apply@lrboi-nsn.gov](mailto:apply@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.

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

**Posted – 04/15/2024**

**Removal: Until Filled**