



Employee Job Description		
Position Title: Utilities Part Time Assistant (Summer Seasonal)		
Position ID #		
Facility: Danbury Community		
Job Family: Tribal Utilities	Comp Grade: \$15	Status: PT Non-Exempt

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

The successful candidate for this position will be responsible for assisting in the maintenance of the St. Croix Community Water and Wastewater system in Danbury.

Essential Functions:

Must have the ability to follow directions and complete tasks as assigned without direct supervision.

Utilities Asst. Summer Help Job Duties:

- Help perform routine and emergency maintenance
- Maintaining and flushing fire hydrants
- Maintaining and exercising valves
- Maintaining facility grounds
- Shipping compliance samples
- Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: Patti Edwards, Danbury Utilities Operator

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Physical Demands/Environment Factors: FE-Typical Field Environment

- Duties may require work under extreme weather conditions, including working in heat, rain, and cold. Early mornings.
- While performing the duties of this job, the employee is occasionally required to stand, walk, operate tools or controls, reach with hands or arms, sit, climb or balance, stoop, crouch, crawl.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. The noise level in the work environment is usually moderate to high.

Minimum Qualifications:

- Must be 21 years old or older
- Must be a high school graduate or equivalent
- Current driver's license with no uninsurable violations
- Good communication and customer service skills
- Ability to understand and follow operation and maintenance manuals
- Must be able to operate equipment such as lawn mowers, weed whips, chainsaws, ATV's, etc.
- Needs commitment to timeliness and attention to detail

Preferred Qualifications:

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.