

Sauk-Suiattle Indian Tribe | Job Description

JOB TITLE: UTILITIES/ROADS TECHNICIAN
DEPARTMENT: UTILITIES
SUPERVISOR: UTILITIES MANAGER
STATUS: NON-EXEMPT/HOURLY

Summary

Serves as support staff for the Utility Department by providing office and clerical support to assist with efficiency. To accomplish these tasks, the Technician works closely with the Utility Manager in the Office and Field work.

Essential Duties and Responsibilities

- Takes and records chlorine samples (Total and Free Residual) in accordance with the Sauk-Suiattle Indian Tribe Sampling Plan.
- Maintaining grass and weed control around the Sauk- Suiattle Tribal Utility areas.
- Inspect septic tanks and drain fields on an annual basis.
- Maintaining roads: filling in potholes, striping, plowing, etc.
- Answer phones and transfer telephone calls or take messages as needed.
- Arrange meetings, schedule appointments and update event calendars.
- Type, format, edit, copy, fax, scan or email documents as directed.
- Enter data using Housing Data Systems (HDS) for utility accounts.
- Send out invoices to account holders and makes copies as needed.
- Sort and maintain file records.
- Provide general information to staff and the public as requested.
- Purchasing inventory and control of all supplies/equipment associated with the programs.
- Manage the checking-out and checking-in of the Motor pool fleet.
- Prepares Purchase Vouchers as needed.
- Other duties may be assigned.

Qualifications

To perform this job successfully, be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or GED or equivalent.
Experience in roads or water/septic maintenance preferred.
Experience in office work preferred.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Suite programs

Certificates, Licenses, Registrations

Current and valid Driver's License
First Aid/CPR certification

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit for long periods of time; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. The employee may be subject to exposure of diverse communication styles in various settings. Employee may encounter situations of various emotional levels.

Culturally Sensitive

All employees must be culturally receptive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace

Sauk-Suiattle Indian Tribe is a drug/alcohol-free workplace. All employees are subject to a pre-employment and random drug/alcohol tests.

Background Check

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES