



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: bev.miller@mohican-nsn.gov

## POSITION DESCRIPTION

**POSITION:** Utility Maintenance Technician      **POSTING DATE:**8-9-22  
**LOCATION:** Stockbridge-Munsee Community      **CLOSING DATE:**8-16-22  
**SALARY:** \$15.00      Pay Grade 3

### GENERAL RESPONSIBILITIES:

Maintenance and preventive maintenance of the drinking water and waste water treatment facilities. Responsible for the general operations of all equipment in the Utility Department. Works under the direct supervision of the Utility Supervisor.

### STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays.
5. Must be COVID 19 fully vaccinated and remain up to date with required doses.

### DUTIES:

1. The Utility Maintenance Technician will be responsible for daily monitoring of the drinking water and waste water treatment system including the lift stations, pumphouse, water sphere, sewer and water lines, and all other entities that fall under the Utility Department.
2. Will keep daily records of all information provided by the system in the way of meters and quantity amounts. These records to be kept on file in the Utility office.
3. Will maintain the entire mechanical system to insure that proper service is provided to the utility customers.
4. Will be available to be on call beyond regular business hours in case of emergency or required attention is needed to the drinking water and/or sewer systems.
5. Will maintain the lagoon ponds, areas surrounding all structures and lift stations and Waste Water Treatment Facility to enhance the aesthetics and increase their effectiveness to work properly.
6. Will attend training and obtain certifications at the Managers request that are directly related to utility duties.
7. Must maintain an acceptable departmental attendance record.
8. Must be reliable and prompt when reporting to work.
9. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.



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10. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
11. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
12. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

## **QUALIFICATIONS:**

1. Must possess High School Diploma or G.E.D.
2. Must be able to obtain a CDL at the Managers request.
3. Candidate must have a proven work record in previous position of employment.
4. Must possess basic mathematical skills.
5. Must be available when weekend and holiday work is scheduled, and when emergency conditions exist.
6. Must be able to work in a safe manner and use all available safety equipment.
7. Must be able to be trained to operate all drinking water and wastewater treatment plant equipment processes, testing and computer controlled equipment.
8. Must be able to operate all testing equipment to do weekly, monthly, and yearly tests required by E.P.A., I.H.S and Stockbridge Munsee Community.
9. The ideal candidate should have general knowledge of tools and equipment used by the Department. Must be able to trouble shoot, read electrical prints and provide basic maintenance to the equipment.
10. Must submit to a criminal investigation background check.
11. Must be willing to attend all applicable training.
12. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
13. Must be eligible for coverage under the employer's liability insurance.
14. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
15. Must be able to meet physical requirements of position.
16. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
17. Must abide by departmental and organizational safety, testing, and uniform guidelines.

## **SPECIAL QUALIFICATIONS:**



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1. Must, as a condition of employment, submit to a confidential review of driving record and an occasional review during employment period.
2. Must have physical ability to climb the water tower and to go into manholes.
3. Must be able to obtain and stay current with certifications established by industries guidelines (U.S.E.P.A., I.H.S) and/or the Stockbridge Munsee Community guidelines related to utility operations.

## PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.
5. A Hepatitis B Vaccine is required.

SUBMIT APPLICATION TO:            Human Resource Department  
   Stockbridge-Munsee Community  
   W12635 Cty A  
   P.O. Box 70  
   Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER.**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded**

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**