

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7306

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking
applicants for the following position:

OPENING DATE: May 5, 2021

CLOSING DATE: May 18, 2021

ASSISTANT UTILITY OPERATOR TRAINEE

JOB STATUS:

ASSISTANT UTILITY OPERATOR TRAINEE

Career Field: Program Staff

Pay Range: \$12.15 - \$21.31

Category: A

Classification: Regular, Full-Time, Non-standard work week

LOCATION:

Penobscot Nation

Treatment Plant

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: High School Diploma or GED. Previous experience in wastewater treatment or water distribution is desirable. Must pass pre-employment physical fitness test. Must be able to work a non-standard work week with flexible hours, including nights, weekends and holidays. The ability to be on call 24 hours for extended periods of time as assigned. Must have strong math skills and possess basic mechanical aptitude. The willingness to undertake additional training is required. Applicants must possess a valid Maine class C driver's license and have a clean driving record. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedure.

HOW TO APPLY:

- Applications are available at the Human Resources Office located at 27 Wabanaki Way, Indian Island, ME 04468. Applications are available via email request at Human.Resources@penobscotnation.org, or call 207-817-7343 to request applications be sent to you.
- Submit completed application package along with certifications to:
Attn: Penobscot Nation Human Resources Specialist
mailing: 12 Wabanaki Way, Indian Island, ME 04468
physical location: 27 Wabanaki Way, Suite 204, Indian Island, ME 04468

For further information, call 817-7343 or email at human.resources@penobscotnation.org

JOB DESCRIPTION

TITLE: Assistant Utility Operator Trainee

ACCOUNTABLE AND RESPONSIBLE TO: Assistant Utility Operator

JOB RESPONSIBILITIES AND DUTIES: To undergo on-the-job training to become qualified to operate a wastewater treatment plant, pump stations, and water distribution system within one year. Responsibilities are as follows:

1. Learn and assist in the operation and adjustment of wastewater pumps, valves, and related mechanical equipment.
2. Learn and assist in the inspection, maintenance, and repair of wastewater pumps, valves, and related mechanical equipment.
3. Learn and assist in the operation, maintenance, and adjustment of chemical feed pumps and controls
4. Learn and assist in the operation and repair of water system valves and fire hydrants.
5. Learn and assist in the sample collection and physical/chemical analyses of wastewater and water.
6. Learn and assist in the preparation and maintenance of activity records and reports.
7. Perform routine maintenance tasks including but not limited to the cleaning, painting, and maintenance of equipment and buildings; seasonal grounds maintenance, including snow removal.
8. Carry out other tasks as assigned by the Assistant Utility Operator.
9. Applicant will be increasingly responsible for various duties required in the operation and maintenance of Wastewater and Water systems.

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Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request