



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

## SOLID WASTE TECHNICIAN (TERM NOT TO EXCEED 90 DAYS)

### *Position Description*

<b>Opens: February 11, 2021</b> <b>Closes: February 18, 2021</b>			
<b>Department:</b>	Natural Resources	<b>Reports to (title):</b>	Environmental Manager
<b>Job Code:</b>	N-7	<b>Job Location:</b>	Bois Forte Tribal Government - Nett Lake, MN
<b>Pay Range:</b>	Min: \$12.39 Mid: \$15.49 Max: \$18.59	<b>Supervises:</b>	No
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Full-Time – Term (Not to Exceed 90 Days)	<b>Effective Date:</b>	01/01/2017
		<b>Revised Date:</b>	01/03/2017

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Solid Waste Technician will be responsible for assisting residents of the Bois Forte Reservation with proper disposal of refuse and solid waste. He/she will provide technical assistance, education outreach and support with waste management, recycling and other programs, to promote an environmentally safe and healthy solid waste program. He/she will also help to stop illegal dumping and improper waste disposal as directed.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Completes reports, tracks invoices, and performs other administrative duties.
2. Provides regular outreach and education to assist the communities by answering question, taking care of special waste disposal needs and the importance of recycling.
3. Collects and sorts recycling bins for Fortune Bay Resort/Casino, transports and disposes of waste materials and recycled items at the St. Louis County Landfill or transfer stations.
4. Inspects and oversees the operations and maintenance of the Bois Forte Demolition Landfill and solid waste facilities.
5. Provides solid waste and recycling roll-off dumpster service for projects as directed.
6. Provides assistance with developing and implementing waste management and recycling plans, programs and policies.
7. Maintains accurate records of regular duties and activities including waste and recycling collection and data, solid waste facility operations and maintenance, vehicle and equipment maintenance schedules, and other environmental services provided.

## Position Description

8. Provides technical assistance and support to Bois Forte Environmental Services department staff.
9. Develops a realistic schedule for picking up residential waste for the communities of Nett Lake, Palmquist, Sugarbush, Indian Point and Vermilion.
10. Operates and maintains the trucks, trailers, and other collection equipment in a safe and efficient manner.
11. Provides assistance to community members by answering questions or taking care of special waste disposal needs.
12. Performs other duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

- |  |  |
|--|--|
| Experience:  | <ul style="list-style-type: none"><li>• Six to twelve months related experience.</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• High school diploma or equivalent GED.</li></ul>   |
| License/Certification:   | <ul style="list-style-type: none"><li>• Must possess a valid state driver's license, and be insurable on the RTC automobile policy.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Prior work experience with solid waste management and recycling.</li><li>• Knowledge and experience operating and maintaining vehicles, heavy equipment, trailers, and solid waste facilities.</li><li>• Ability and willingness to travel as needed.</li><li>• Possess good verbal and written communication skills to work with federal, state, local, and tribal officials and the general public in a professional manner.</li><li>• Must know how to use all Microsoft programs and possess adequate computer and administrative skills.</li><li>• Willing to receive training and become certified in the areas of environmental services and management as requested.</li><li>• Ability to organize and maintain educational outreach opportunities.</li><li>• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.</li><li>• Ability to perform other duties as assigned.</li><li>• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.</li></ul> |

### PREFERRED QUALIFICATIONS

- Prior MPCA Type III Demolition Landfill Operator training and license

### WORK ENVIRONMENT

Work environment: Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Outdoor conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. The physical environment

# SOLID WASTE TECHNICIAN

## Position Description

requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Limited overnight travel may be required from time to time.

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

**Mental demands:** The employee must be able to handle frequent interruptions and must also interact with a wider variety of people on various issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

**Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a fair credit reporting act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

**Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS.** Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.