Bois Forte Band of Chippewa

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

WATER/WASTEWATER OPERATOR

Position Description

Opens: November 3, 2026 Closes: November 16, 2026			
Department:	Public Works	**Reports to (title):**	Public Works Director
Job Code:	N-13	**Job Location:**	Bois Forte Public Works- Nett Lake and Vermilion, MN
Pay Range:	Min: $21.47 Mid: $26.84 Max: $32.21	**Supervises:**	No
Hours/week:	40	**Classification:**	Non-Exempt
Type of Position:	Full-Time	**Effective Date:**	02/26/2026
Indian Child Protection Background:	No	**Revised Date:**	02/26/2026

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 (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- 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 Water/Wastewater Operator is directly responsible for maintaining the community water and wastewater systems on the Nett Lake and Vermilion sector of the Bois Forte Reservation

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Conduct frequent system and security inspections. Conduct routine inspections and maintenance of wells and surface water sources and watersheds to identify potential sources of contamination.
2. Ensure continued operation of systems. Periodically assess efficiency of system components.
3. Check each lift station daily to ensure proper operation.
4. Perform preventative maintenance and repair equipment as required.
5. Perform all lab tests as required. Calibrate and ensure proper operation of lab instruments.
6. Maintain record of activities on daily, weekly, monthly, annual, or biannual basis, or as needed. Prepare and maintain records of meter readings, tests, equipment, chemical use, correspondence, and customer complaint log.
7. File all required reports and maintain records.
8. Keeps current inventory of water systems distribution and storage systems.
9. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
10. Other job-related duties as assigned by Supervisor.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	• Three (3) years' experience in water and/or wastewater treatment.
Education:	• AA degree. • or • Three (3) years of job specific experience in lieu of an Associate Degree.
License/Certification:	• Class C certification in water and Class D certification in wastewater. • Class B commercial Minnesota driver's license or ability to attain a Class B commercial driver's license. • Must possess a valid Minnesota driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	• Knowledge of water and wastewater treatment rules, codes, ordinances, and safety requirements. • Knowledge of Tribal, State and Federal laws that pertain to water quality, water rights, water permits, environmental laws. • Knowledge of the operation and maintenance of water and wastewater plants. • Knowledge of the operation and maintenance of various heavy equipment. • Ability to deal with details, requiring patience. • Ability to apply good judgment. • Ability to perform strenuous physical activity. • Knowledge of Microsoft Office. • Basic operation of a workstation (turning various equipment 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 training and help desk. • Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files. • Ability to perform other duties as assigned. • A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Post-secondary education with emphasis on mathematics, chemistry, and related subjects.
- Tanker endorsement preferred.

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. The physical environment 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:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated 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/employment to complete 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: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.