

# GARRISON DIVERSION CONSERVANCY DISTRICT



## JOB ANNOUNCEMENT

<b>Position Title:</b> O&M Specialist II	<b>Closing Date:</b> August 26, 2015		
<b>Status:</b> Full-time	<b>Benefits:</b> Full		
<b>Salary Range:</b> \$20.30-25.18 per hour (dependent on experience and qualifications)			
<b>Working Period:</b> Monday through Thursday, 10 hours per day, 7 a.m. to 5:30 pm. Flexibility is required. May be required to work in excess of 40 hours per week, including weekends.	<b>Location:</b> Duty Station – McClusky O&M Office, the McClusky Canal, Snake Creek Pumping Plant, and any Garrison Diversion Unit mitigation lands within 20 miles of the McClusky Canal.		
<b>Submit Application and Cover Letter to:</b>			
<b>Name/Title:</b>	Merri Mooridian, Administrative Officer		
<b>Agency:</b>	Garrison Diversion Conservancy District		
<b>Address:</b>	PO Box 140, Carrington, ND 58421-0140		
<b>Telephone:</b>	800-532-0074	<b>e-mail:</b>	merrim@daktel.com
<b>Website:</b>	www.garrisondiversion.org		
<b>Minimum Qualifications:</b> Valid Class A North Dakota driver's license. Must be insurable. Must be able to operate large construction and maintenance equipment. Must have, or the ability to obtain, certification in the spraying of noxious weeds.			
<b>Summary of Work:</b> Duties include, but are not limited to the following: operate motor grader, front-end loader, dozer, track backhoe, farm tractors, semi-tractor, equipment transport trailer and belly dump trailer. Perform maintenance on equipment and water transmission pipelines. Perform arc welding. Perform herbicide and pesticide application and complete required documentation. Other duties as assigned.			
<b>Application Procedures/Agency Comments:</b> All applicants must complete Application for Employment SFN 16770, which may be picked up at local Job Service offices or from the website at <a href="http://www.jobsnd.com">www.jobsnd.com</a> . Applications are also available by contacting the Garrison Diversion Conservancy District, PO Box 140, Carrington, ND 58421 (800-532-0074).			

**AN EQUAL OPPORTUNITY EMPLOYER**

**GARRISON DIVERSION CONSERVANCY DISTRICT  
JOB DESCRIPTION**

**Job Title:** Operation and Maintenance Specialist II

**Status:** Full-time

**FLSA:** Non-exempt

**Duty Station:** McClusky O&M Office, the McClusky Canal, Snake Creek Pumping Plant, and any Garrison Diversion Unit mitigation lands within 20 miles of the McClusky Canal.

**Job Duties and Responsibilities:** Duties include, but are not limited to:

1. Operate construction/maintenance equipment: motor grader, front-end loader, dozer, track backhoe, farm tractors, diesel pumps, semi-tractor and equipment transport trailer, belly dump trailer, etc.
2. Perform tasks involving physical labor at project locations.
3. Perform routine or scheduled maintenance on equipment and water transmission pipelines.
4. Assist in miscellaneous crafts and trade work as assigned.

**Reports to:** O&M Superintendent and job site supervisor.

**Relationships:** Must be able to communicate with all Garrison Diversion Conservancy District employees to exchange accurate information as needed. Must maintain a friendly relationship with the general public while at work and off duty. Communicates while at seminars and meetings. Must be able to develop and maintain productive relationships with co-workers, supervisors and associates.

**Minimum Qualifications, Education, Certification, Experience, Knowledge:**

1. High school diploma or equivalent and four years' experience operating light and heavy equipment.
2. Valid Class A North Dakota driver's license with two years of acceptable driving experience. Must be insurable.
3. Required certification, or the willingness and ability to acquire certification within one year of date of hire, in the spraying of noxious weeds.

**Preferred Experience and Training:**

1. Two years' experience operating the following equipment: motor grader, front-end loader, dozer, track backhoe, farm tractors, diesel pumps, semi-truck and equipment transport trailer and belly dump trailers.

2. Working knowledge of arc welding with one year of experience.
3. Irrigation and water distribution experience desired but not required.

**Essential Functions:**

1. Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions. Must be able to lift and carry 50 pounds on a routine basis.
2. Must be able to walk and work on uneven terrain; this includes working in ditches.
3. Requires frequent bending, stooping and stretching, and eye/hand coordination.
4. Requires normal vision in both close range and distance.
5. Must wear protective equipment when necessary.
6. Must be able to communicate effectively and understand and follow verbal and written instructions.
7. Must be capable of obtaining a thorough knowledge of Garrison Diversion Conservancy District safety rules and policies.
8. Must be able to accurately and clearly complete required documentation records.
9. Must pass a drug and alcohol screening and pre-employment physical.
10. Must be able to perform strenuous manual labor in adverse conditions (hot humid weather, extreme cold, enclosed areas, etc.)
11. Requires ability to remain calm in stressful or emotional situations.
12. Requires ability to make decisions in fast paced environment.
13. Must maintain prompt and reliable attendance.

**Working Period:** Regularly scheduled work week is Monday through Thursday, ten hours per day, 7 a.m. to 5:30 p.m. Flexibility is required. May be required to work in excess of 40 hours per week, including weekends.

**Working Conditions:** Work is normally performed in the shop and the field. Work may be required at other sites and projects that may require extended stays away from home. Traffic and moving machinery may be present or may occur. Some work will be required in adverse conditions, i.e. both hot and sub-zero temperatures, rain and snow. Some work is in confined spaces, such as manholes and ditches. Safety training will be provided.



**APPLICATION FOR EMPLOYMENT**  
 JSND/WORKFORCE PROGRAMS  
 SFN 16770 (R. 3-11)

Company Applying To \_\_\_\_\_  
 Position Title or Job Order # \_\_\_\_\_

**GENERAL INFORMATION**

Name (Last)	(First)	(Middle Initial)	Home Telephone ( ) -
Address (Mailing Address)	(City)	(State)	(Zip)
E-Mail Address		Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Date You Can Start Work	Days Available: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Regular	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing/Evening <input type="checkbox"/> Graveyard/Night <input type="checkbox"/> Rotating <input type="checkbox"/> Split
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**DRIVER LICENSE INFORMATION**

Do you have a valid driver license?  Yes  No      Driver License Class \_\_\_\_\_      Issuing State \_\_\_\_\_  
 Endorsements (check all that apply):  Tanker Vehicles     Double & Triple Trailers       Hazardous Materials  
 School Bus       Passenger Bus

**EDUCATION, TRAINING, CERTIFICATIONS AND VETERAN STATUS**

Do you have a High School Diploma?  Yes  No      Do you have a GED?  Yes  No

Other education after High School (most recent first):

Name of School, City, State	# of Quarter or Semester Credits Earned	Graduated	Earned Degree AA, AS, AAS, BA, BS, Masters, PhD	Major or Course of Study
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Occupational License, Certificate or Registration	Number	Issued By	Expiration Date
Occupational License, Certificate or Registration	Number	Issued By	Expiration Date

Are you a U.S. Military Veteran?  Yes  No

**ADDITIONAL INFORMATION AND SKILLS**

Describe volunteer work, community involvement, hobbies, or other qualification or skills:

WORK EXPERIENCE (Current or most recent first)		
Employer	Telephone Number	From (Month/Year)
Street Address/City/State		
Job Title	To (Month/Year)	
Duties/Skills/Equipment and Software Used:		
		Hours Per Week
		Last Salary
		Last Supervisor

Reason For Leaving	May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Employer	Telephone Number	From (Month/Year)
Street Address/City/State		
Job Title	To (Month/Year)	
Duties/Skills/Equipment and Software Used:		
		Hours Per Week
		Last Salary
		Last Supervisor

Reason For Leaving	May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Employer	Telephone Number	From (Month/Year)
Street Address/City/State		
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Duties/Skills/Equipment and Software Used:		
		Hours Per Week
		Last Salary
		Last Supervisor

Reason For Leaving	May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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BUSINESS-RELATED REFERENCES		
Name	Address, City, State, Zip	Phone Number

I certify the information contained in this application is true, correct, and complete.  
 I understand that if I become employed, false statements reported on this application may be considered sufficient cause for dismissal.  
 Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WORK EXPERIENCE (Current or most recent first)		
Employer	Telephone Number	From (Month/Year)
Street Address/City/State		
Job Title		To (Month/Year)
Duties/Skills/Equipment and Software Used:		Hours Per Week
		Last Salary
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