

GARRISON DIVERSION CONSERVANCY DISTRICT



JOB ANNOUNCEMENT

Position Title: Maintenance Worker	Closing Date: April 22, 2015		
Status: Temporary/Seasonal	Benefits: Limited		
Salary Range: \$15.00-\$20.00 per hour (dependent on experience and qualifications)			
Working Period: 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. (Anticipated duration May – September)	Location: 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.		
Submit Application and Cover Letter to:			
Name/Title:	Merri Mooridian, Administrative Officer		
Agency:	Garrison Diversion Conservancy District		
Address:	PO Box 140, Carrington, ND 58421-0140		
Telephone:	800-532-0074	e-mail:	merrim@daktel.com
Website:	www.garrisondiversion.org		
Minimum Qualifications: Valid Class D North Dakota driver's license. Must be insurable. Must be able to operate farm tractor with large mowing equipment and skid steer loader. Must be willing to assist with herbicide and pesticide spraying.			
Summary of Work: Duties include, but are not limited to the following: clean and maintain vault toilets, fire rings, fish-cleaning and RV dump stations. Mow shop yard and canal right-of-way. Operate small equipment, tractors with mower, and skid steer loader. Clean culverts, replace guardrails, fill washouts, replace signs, pick up debris. Perform minor maintenance and repair work, such as changing oil, mower sickles/cutting edges; grease vehicles; clean floors, work areas and outside building; and wash vehicles. Remove snow and ice. Manually load and unload materials. Assist with sandblasting and painting of buildings, structures and equipment. Assist with herbicide and pesticide application and complete required documentation. Other duties as assigned.			
Application Procedures/Agency Comments: All applicants must complete Application for Employment SFN 16770, which may be picked up at local Job Service offices or from the website at www.jobsnd.com . 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: Maintenance Worker

Status: Temporary/Seasonal
(Anticipated May - September) **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. Clean and maintain vault toilets, fire rings, and fish-cleaning and RV-dump stations.
2. Mow shop yard, canal right-of-way and other areas assigned.
3. Perform unskilled and semi-skilled work in the operation of various maintenance equipment: skid steer loaders, lawn mowers, tractors with mower; and etc.
4. Perform semi-skilled maintenance duties such as cleaning culverts, replace guardrails, fill washouts, replace signs, mow right-of-ways, pick up debris; and etc.
5. Perform minor maintenance on equipment and in the shop including: changing oil, mower sickles and cutting edges; grease vehicles; clean floors, work areas and outside building; wash vehicles; and etc.
6. Perform tasks involving physical labor at project locations.
7. Manually load and unload material, both in the shop and outside.
8. Assist with sandblasting and painting of buildings, structures and equipment.
9. Must be willing to assist with herbicide and pesticide application.
10. Other duties 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. Valid Class D North Dakota driver's license. Must be insurable.
2. Must be able to operate farm tractor with large mowing equipment and skid steer loader.
3. Must be willing to assist with herbicide and pesticide spraying.

Preferred Experience and Training:

1. Demonstrated ability to safely operate tools and equipment (with manual and automatic transmissions) used in maintenance activities.
2. Demonstrated ability in operating equipment such as tractors with attachments (loader, mower, etc).

Essential Functions:

1. Able 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 55 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, 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 (10) 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 field. Work may be required at other sites. Traffic and moving machinery may be present or may occur. Some work will be required in adverse weather conditions. 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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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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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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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
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)		
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