

GARRISON DIVERSION CONSERVANCY DISTRICT

JOB ANNOUNCEMENT



Position Title: O&M Specialist I	Closing Date: May 31, 2018
Status: Full-time/Seasonal	Benefits: Seasonal
Salary Range: \$21.41-24.59 per hour (dependent on experience and qualifications)	
Working Period: Monday through Friday, 8 hours per day, 8 a.m. to 5 p.m. Flexibility is required. May be required to work in excess of 40 hours per week, including weekends.	Location: Duty Station – Oakes O&M Office, the Oakes Test Area, and any Garrison Diversion Unit mitigation lands within 20 miles of the Oakes Test Area.
<p>Submit Application and Cover Letter to:</p> <p>Name/Title: Kip Kovar, District Engineer</p> <p>Agency: Garrison Diversion Conservancy District</p> <p>Address: PO Box 140, Carrington, ND 58421-0140</p> <p>Telephone: 800-532-0074 e-mail: kipk@gdcd.org</p> <p>Website: www.garrisondiversion.org</p>	
<p>Minimum Qualifications: Valid Class D North Dakota driver's license with the ability to obtain a Class B. Must be insurable. Must be able to operate construction and maintenance equipment. Must have, or the ability to obtain, certification in the spraying of noxious weeds.</p>	
<p>Summary of Work: Duties include, but are not limited to the following: operate and maintain pumps, front-end loader and farm tractors. Perform maintenance on equipment and water transmission pipelines. Perform herbicide and pesticide application and complete required documentation. Other duties as assigned.</p>	
<p>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).</p>	

AN EQUAL OPPORTUNITY EMPLOYER

GARRISON DIVERSION CONSERVANCY DISTRICT JOB DESCRIPTION

Job Title: Operation and Maintenance Specialist I

Status: Full-time/Seasonal

FLSA: Non-exempt

Duty Station: Oakes O&M Office, the Oakes Test Area, and any Garrison Diversion Unit mitigation lands within 20 miles of the Oakes Test Area.

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

1. Operation construction/maintenance equipment: backhoe, front-end loader, boom truck, tractor, mowers and dump truck.
2. Operate and maintain pumping facilities and pipelines.
3. Perform routine or scheduled maintenance on equipment.
4. Perform tasks involving physical labor at project locations.
5. Assist with spraying of weeds.
6. Assist in any other miscellaneous crafts and trade work as assigned.

Reports to: O&M Specialist II. At times, this position may be designated the on-site supervisor and must be able to direct the operations.

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 two years experience operating light and heavy equipment.
2. Valid Class D North Dakota driver's license with two years of acceptable driving experience. Must have the ability to obtain a Class B driver's license. Must be insurable.

Preferred Experience and Training:

1. Two years experience with field spraying of weeds and knowledge of chemical handling.

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 a fast paced environment.
13. Must maintain prompt and reliable attendance.

Working Period: Regularly scheduled work week is Monday through Friday, eight hours per day, 8 a.m. to 5 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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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	

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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