

RE-ADVERTISED

Vacancy Announcement #17-071

Position: Transfer Site Monitor
(Non-Exempt)

Salary: Grade Level 1/0
(\$15,579 per annum)

Program: Solid Waste Management

Location: Batesland, So. Dak.

Opening Date: November 6, 2017

Closing Date: November 20, 2017

General Description of Duties:

The Transfer Site Monitor shall work under the direct supervision of the Solid Waste Management Director/Manager and will be responsible for maintaining the Transfer Site on a daily basis by keeping it clean and free of windblown materials such as waste paper. He/she will assist the Transfer Site Operator during maintenance of the ramp and removal of white goods, tires and other larger waste. He/she will be at the site as scheduled to accommodate community needs. He will make sure that refuse is disposed of at designated area and provide security as needed to prevent burning and scavenging.

Specific Duties:

1. Will be at the Transfer Site at 8:00 am and close at 4:30 pm. Monday through Friday, or unless otherwise specified by the Director/Manager.
2. Will remain at the site at all times during the workday unless otherwise specified or scheduled. Use your bring break time of 15 minutes in the morning and afternoon or take an hour lunch break.
3. Pick up all windblown materials such as litter on and around the ramp area, keep the bin around free of debris so Hook Trucks have access to the bins, keep the roads to the Transfer Site clean and pick the trash from the fence lines.
4. Make sure that individuals and collection vehicle dispose of garbage at the designated areas.

5. Assist individuals especially the elderly in unloading garbage from their vehicles.
6. Will open the landfill during special occasions, such as pow-wows, community activities and spring clean-up.
7. Assist Transfer Site Operators, Hook Truck and Grapple Truck drivers during maintenance of the Transfer Site and provide basic mechanics as needed.
8. Other Duties Assigned by Director.
9. Shall allow no burning at the Transfer Site at any time. This is very important!

Knowledge and Requirements:

1. Have knowledge/ experience in Transfer Site Maintenance preferred.
2. Must be physically capable to perform the duties as described above.
3. Must be willing to take additional training in Solid Waste Management.
4. Must be able to work under extreme weather conditions. i.e. cold and hot

Qualifications:

1. Must have reliable transportation.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.