

HELP WANTED

The Little Sioux Inter-County Drainage District, a Trustee governed entity as prescribed by the Code of Iowa, is looking for qualified persons to fill vacant Seasonal/Temporary Part-Time Employee positions.

The persons hired to fill these positions will be under the general direction of the District Superintendent or potentially a Regular Full-Time Employee.

Qualified applicants must be physically capable of moving about on construction work sites and performing a variety of district work, as required. Other desired qualifications would include a High School Diploma or GED, experience in the operation of heavy and light construction equipment and the ability to work with diesel fuel, gasoline, oil, transmission fluids, antifreeze and other equipment fluids.

A full job description and application may be picked up at the Little Sioux Inter-County Drainage Office by 4:30 PM on _____, 2017.

“An Equal Opportunity Employer”

POSITION DESCRIPTION

Title: Seasonal/Temporary Part-Time Employee
District: Little Sioux Inter-County
Date: July 1, 2014

GENERAL PURPOSE

Under the general direction of the District Superintendent or potentially a Regular Full-Time Employee; performs a multitude of District work as required. Operates the District equipment and vehicles in performance of various functions based on extensive and proven experience.

SUPERVISION RECEIVED:

Works under the guidance and direction of the District Superintendent or Regular Full-Time Employee.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Is assigned and operates District equipment, machinery and tools on a regular basis for the completion of District projects pertaining to repair and maintenance of District facilities.

All the following:

- Performs all routine maintenance functions on the item of equipment employee regularly operates and provides responsible assistance on repairs.
- Must be able to operate and maintain all equipment operated by the Regular Full-Time Employees.
- Other duties as assigned, including but not limited to all duties and responsibilities assigned to Regular Full-Time Employees.

Will be required to perform skilled and unskilled labor required in the repair, replacement and maintenance of drainage ditches, laterals, levees, culverts, bridges, and facilities. Perform the daily activities required to repair, replace and maintain District facilities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

DRUG TESTING

Each employee applicant shall be subject to the completion of a drug test screening at the request of the District. In the event the applicant should refuse to submit to a drug screening or fail a completed drug screening, the District shall have the right to deny employment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests and pre-employment physicals may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: *Tim Nochypor*
Chairman, Board of Trustees