



## TRIGID JOB ANNOUNCEMENTS

TRI General Improvement District is the water, wastewater, and future reuse utility of the Tahoe Reno Industrial Center in Northwestern Nevada. We operate a complex and expanding public utility that exclusively serves industrial and commercial customers in the world's largest industrial center. We are currently adding a full time Maintenance Worker position and a part time Administrative Assistant position to our team. Apply to become a part of our dynamic organization. Complete Job Descriptions and TRIGID Applications can be found at our website at [www.tri-gid.org](http://www.tri-gid.org). Please direct all inquiries and forward completed TRIGID Applications to Tracy Black at [tblack@tri-gid.org](mailto:tblack@tri-gid.org). These recruitments will remain open until filled. Incomplete applications will not be considered.

TRI General Improvement District is an equal-opportunity employer. We cultivate and maintain a work environment that values the dignity of each individual. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity, religion, age, disability or national origin. All decisions affecting any terms and conditions of employment, including recruitment, hiring, assignment, training, compensation, promotion, salary, disciplinary action and an employee's caregiving responsibilities, will be made without regard to race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital status, membership in an employee association, or any other protected status or category. TRI GID is dedicated to maintaining a safe, efficient and productive work environment and therefore is committed to a Drug and Alcohol-Free Workplace.



**Maintenance Worker Recruitment Summary**

**Salary Range:** \$39,843 - \$59,765 (hourly, non-exempt)

**Summary:** Under direction of Lead Maintenance Worker, participates in the operation, maintenance, repair, and construction of TRI-GID’s wastewater collection systems, wastewater treatment plant, water distribution system and reuse water system. Incumbents perform routine preventative maintenance duties while assisting operations staff with daily procedures.

**Education and Experience:** High school diploma or equivalent; plus three (3) years of experience in the operation and maintenance of wastewater/water distribution systems.

**Administrative Assistant Recruitment Summary (Part Time / 20 Hours Per Week)**

**Salary Range:** \$32,604 - \$62,461 (\$16,302 - \$31,231 part time, hourly, on-exempt position)

**Summary:** Under general supervision, provides a variety of routine to somewhat complex clerical support, financial, and administrative duties which may include reception, word processing, data entry, record keeping, accounts receivable/utility billing, and filing.

**Education and Experience:** Possession of a high school diploma or equivalent plus two years of progressively responsible experience working in an office setting preparing correspondence and/or reports, compiling data, and dealing with customers.