

THE HOPI TRIBE
UPPER VILLAGE OF MOENKOPI

UTILITY OPERATOR

INTRODUCTION: This position is responsible for the proper operation, maintenance and repair of the village water/wastewater systems, pump-house(s), performing monthly meter readings, water sampling and completing yearly Consumer Confidence Report (CCR) as required by the Safe Drinking Water Act (SDWA). Incumbent will also render assistance, as needed, to operator(s) who oversee wastewater treatment plant and reverse osmosis plant.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Responsible for daily operation, maintenance and repair of the village water/wastewater systems which includes but not limited to the water/wastewater distribution system, water well pumps and controls, water storage tanks, water meters, fire hydrants, wastewater lift stations and manholes.
2. Conducts daily check on three (3) water wells, maintain daily log on hours of each pump to include water pump usage, gallons pumped per minute and logging daily water pressure. Performs monthly checks for proper voltage, amperage and Ohms on electrical controls for proper operation. Maintains cleanliness of the well house and surrounding yard. Maintains records for replacement of well pumps and motors of each water well for future reference.
3. Conducts daily check on the water storage tanks for any damages. Maintains daily record of water levels of water storage tanks, tank overflow ditches and maintains security fence. Performs monthly checks of water altitude valve and vaults.
4. Performs monthly meter readings on residential and business customer's water usage and properly records data onto monthly log sheet. Submits log sheet to Collections Clerk to generate monthly customer invoices.
5. Performs daily chlorine residual level of the water and maintains a daily log. Conducts daily check of chlorine pump for proper operation. Performs daily adjustments of chlorine pumps for proper injection of chlorine into the water distribution system.
6. Performs monthly coliform bacteria tests as required by USEPA. Upon receiving coliform bacteria sample testing results, submit copies to Village entities/businesses, local day school/headstart, Lower Moencopi Administration and USEPA Office.
7. Assures that the water distribution system operates in accordance with the United States Clean Water Act as required by USEPA.
8. Maintains proper operation of the fire suppression system, i.e. fire hydrants. Performs periodic flushing of hydrants and maintains a log on each hydrant.
9. Ability to read and maintain as-built plans of the water and wastewater distribution system of the Village. Update plans as needed when any required repairs have been made to the water/wastewater distribution system for future reference.

10. Operate and maintain equipment and tools used in the installation and/or repair of Village water/wastewater system.
11. Performs a variety of administrative tasks to include but not limited to ability to utilize computer to compile data, prepare required reports, correspondence and other documents. Prepares annual Community Consumer Report (CCR) online and submits to USEPA, with hard copies to Village entities/businesses, Moenkopi Headstart/Day School, Lower Moenkopi and Village households utilizing the water/wastewater system.
12. Performs other related duties as assigned and authorized to achieve the Upper Village of Moenkopi's goals and objectives.

COMPLEXITY: The work includes various duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the assessment of the situation, selecting among variations in approach, analysis of incomplete or conflicting data. The chosen course of action may have to be selected from alternatives.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Community Services Administrator. The supervisor makes assignments by defining general objectives, priorities and deadlines; and assists the incumbent with unusual situations, which do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or standard practices in the occupation. Completed work is evaluated for technical soundness appropriateness and conformity to policy, federal regulations and organizational requirements.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, supervisor, Village Council, Moenkopi Utility Board, USEPA, laboratory personnel, material & supply vendors, Village members and the general public. The purpose of these contacts is to exchange factual information, provide/receive assistance, coordinate work efforts and establish a network of resources. Some contacts may present themselves as uncooperative.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work requires physical exertion such as long periods of standing, walking over rough, uneven terrain, recurring bending, crouching, stooping, stretching and lifting of moderate to heavy items requiring normal safety precautions, working around office machines/equipment. The incumbent will be exposed to risks involved in operating vehicles/heavy equipment and working with hazardous chemicals requiring safety precautions and wearing protective clothing and gear such as masks, goggles, gloves, coats, shields, etc. The incumbent is expected to maintain a flexible work schedule and at times shall be required to work evenings, weekends and holidays. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : High school diploma or G.E.D. certificate;

AND

B. Training : Certificating at Level 1 Water/Wastewater Operator;

AND

- C. Experience : Three (3) years work experience performing residential plumbing work and maintaining public water/wastewater systems, plus one (1) year of computer experience;

OR

- D. Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge

Knowledge of the safe operations, methods, practices, techniques in the maintenance and operation of water distribution and wastewater systems,
Working knowledge of the standards, codes and specifications common to the plumbing trade;
Working knowledge of maintaining and repairing water wells, pumps, water and wastewater mains, etc.;
Working knowledge of water sampling and testing procedures, types and frequency of required reports;
Knowledge of computer automated systems and other office machines/equipment.

B. Skills

Excellent verbal and written communication skills to compose correspondence, narrative reports, maintain accurate logs for water and wastewater systems, technical reports and conduct presentations;
Skill in the operation of heavy equipment and tools to perform necessary water/wastewater repairs;
Skill in reading and interpreting data from meters, charts, gauges and/or recording devices for water and wastewater systems.

C. Abilities

Ability to comprehend and operate telemetry process control systems;
Ability to perform basic plumbing;
Ability to maintain accurate records;
Ability to perform basic mathematical calculations;
Ability to handle hazardous chemicals with care;
Ability to establish and maintain professional and positive working relationships with others.

NECESSARY REQUIREMENTS:

1. Must complete and pass the pre-employment screening (includes a fingerprint and background clearance) in accordance with Hopi Tribal Policy.
2. Must possess valid Arizona Driver's License and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. Must have certification as a Water/Wastewater Operator Level 1 or acquire said certification within one (1) year from date of employment and maintain certification throughout employment.

DESIRED QUALIFICATIONS:

1. Speak and understand the Hopi language to communicate with village members who prefer to speak the Hopi language.
2. Prior experience in water/wastewater utility maintenance and operation.

CONDITION TO EMPLOYMENT:

All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirements.

REVIEWED BY: *[Signature]*
Department/Office Hiring Authority

10/9/2014
Date

APPROVED BY: *[Signature]*
UVM Governor

10/13/2014
Date

EXEMPT
Range 26
10/2014