



WATER/WASTEWATER OPERATOR/FACILITIES MAINTENANCE TECHNICIAN

Village: Bacavi

Reports To: Community Service Administrator

Salary/Hourly Range: 30

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 08/22/2016

INTRODUCTION:

This position is responsible for the administrative direction and supervision in maintaining, operating and monitoring the water/wastewater systems of village owned property and equipment for the Village of Bacavi. The incumbent performs complex and technical duties requiring knowledge in water and wastewater operations, applicable tribal and federal EPA laws, regulations, policies and procedures. Knowledge of building trades and maintenance is also required. The work includes varied duties requiring different and complex processes and methods. Decisions regarding what needs to be done include assessment of the situation, variations in approach, and working with incomplete or conflicting data. The work requires making decisions concerning interpretation of considerable data, planning of the work or refining the methods and techniques to be used.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Responsible for the maintenance, monitoring and compliance of all water/wastewater systems under the jurisdiction of the village in accordance with applicable tribal & federal EPA regulatory policies and codes; keeps current on all water/wastewater rules and regulations.
2. Records and interpret daily readings from meter gauges and other monitoring instruments; enter data into established manual & automated logs, etc.; performs preventive maintenance on gauges, meters and other devices to ensure proper working condition. Reports major repairs to the supervisor and provides corrective action.
3. Collects & prepares monthly and/or as needed water samples from wells, tanks and faucets for field testing and for shipment to qualified laboratories for testing; applies chlorination, fluoridation and (other chemical) preventatives if contamination is detected by field or laboratory tests; ensures water quality meets the health & safety standards mandated by federal EPA regulations and tribal health codes; implements corrective measures if necessary.
4. Operates heavy equipment in conducting water/wastewater installations and repairs in accordance with safety regulations/maintain record of fuel usage and operator time.
5. Provides administrative and technical assistance in planning and developing village projects. Works closely with the village accountant to ensure availability of funding for project construction, renovation or maintenance; performs cost estimations (projections); processes requisitions for the purchase of tools equipment and supplies; and conducts inventory of property and material.
6. Prepares and submits reports, cost estimates, etc., to the supervisor and the Bacavi Water Sanitation Committee (BWSC); attends and reports at monthly BWSC meetings and, if requested, reports to the Village Board of Directors. May be required to attend village meetings to report on area of responsibility.
7. Receives and reviews repair/work orders from village administration; prioritizes and completes work order in compliance with applicable policies & procedures; ensures that supplies, material and equipment are properly selected and available for accomplishing tasks.
8. Performs minor electrical, plumbing & carpentry repairs, keeps abreast of new/improved preventive maintenance developments and implements changes to maintain, update and enhance methods and procedures; and operates a variety of village owned equipment in the performance of work, i.e., tractor, backhoe, dump truck, etc.
9. Attend trainings to maintain certification in water/wastewater operations. May be required to attend training, conferences or workshops to enhance knowledge in other areas of facilities maintenance.
10. Performs other related duties as assigned and authorized to meet the village's goals and objectives.

SUPERVISION RECEIVED:

The incumbent is under general supervision and line authority of the Community Service Administrator. The incumbent and supervisor, in consultation, define the objectives, projects and deadlines; assistance is provided to the incumbent regarding unusual situations which do not have clear precedents. The incumbent plans and carries out the successive steps and handles

problems and deviations. Completed work is evaluated for technical soundness appropriateness and conformity to policy and requirement.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, supervisor, village members, tribal officials, BIA, Indian Health Service, local, state & federal agencies contractors, vendors and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts, resolve operational problems and establish a network of resources/relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

Majority of the work is performed outdoors requiring physical exertion such as lifting, climbing, bending, working in rough uneven terrain, in varying weather conditions. Some tasks require the incumbent to wear protective clothing and gear and adhering to safety practices. The incumbent will be on-call to address emergency situations on weekends, holidays and evenings. Some tasks are performed in an office setting.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

Education: High School Diploma or GED Certificate or related field; AND

Training: Certification at Level 1- Water Treatment; Level 1- Wastewater Collections; Level 1- Wastewater Treatment; Certification shall be issued by the Inter-Tribal Council of Arizona or State of Arizona. Certification in Small Lagoon Operations, in lieu of a Level- Wastewater Treatment is acceptable; AND

Experience: Experience in residential plumbing, electrical work, troubleshooting and building construction & maintenance; OR

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

1. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of the Safe Drinking Water Act, Clean Water Act and Occupational Safety and Health Standards;
- Knowledge of Tribal and Federal water and wastewater codes and ordinances;
- Knowledge of tools and equipment used in this field of work.

Skills:

- Skill in verbal and written communications;
- Skill in supervising and customer service;
- Skill in operating hand and power tools;
- Skill in operating community tractor, backhoe and dump truck.

Abilities:

- Ability to plan, organize, schedule and direct the work of others;
- Ability to prepare clear and concise reports;
- Ability to read and interpret as-builts, diagrams and other technical data;
- Ability to analyze problems and take correction action;
- Ability to operate basic office equipment/machines, computers and applicable software;
- Ability to establish and maintain positive professional working relationships with others;
- Ability to travel on and off the reservation.

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
3. Must not have any felony convictions.
4. Must not have been convicted of misdemeanors at the local, state or federal level within the past twelve (12) months of application.