



## **MAINTENANCE TECHNICIAN / WATER OPERATOR I**

Village of Shungopavi

Reports To: Water Operator II

Salary/Hourly Range: 26

FLSA Status: NON-EXEMPT

**VALID DRIVER'S LICENSE REQUIRED**

PD Developed: 08/20/2018

### **INTRODUCTION**

This position is responsible for performing custodial duties, providing maintenance & repair on all village buildings; village owned grounds (i.e., storage yard, old & new wells areas, etc.) and village owned vehicles, as well as providing assistance in monitoring & maintaining the village water/wastewater system. Daily tasks require constant verification of source documents such as invoices, receipts, deposits, inventory records, etc. The incumbent will conduct minimal bookkeeping with administrative functions. Purchase assigned equipment and supplies for a specific project utilizing internal and Tribal purchasing process. The incumbent is responsible to read, analyze and interpret the most complex documents. Excellent organizational skills combined with time and stress management skills are exceedingly required. Contacts are with employees within and outside the immediate work area, supervisors, village members, laboratory personnel and the general public. The purpose of these contacts is to exchange factual information, provide services and assistance, coordinate work efforts and establish a network source.

### **KEY DUTIES AND RESPONSIBILITIES**

(This is not a comprehensive listing of all functions and duties. This listing is ILLUSTRATIVE ONLY and not intended to be all inclusive or restrictive.)

1. Perform routine inspections, repairs and maintenance on village/community owned buildings, facilities/property, equipment and vehicles. Maintain a consistent schedule and report to supervisor any repairs that are needed.
2. Performs minor/major maintenance work on community building & elderly/youth center i.e. repairing fixtures, repairing doors/windows, painting interior/exterior surfaces, etc. Performs related material cost estimations for major repairs/projects that are required.
3. Receives and reviews work orders from village administration; prioritizes and completes work orders in compliance with applicable policies & procedures ensuring that proper supplies, material and equipment are available to complete orders.
4. Performs a variety of custodial duties; sweep & mop office spaces, community building, prepare community & elderly/youth center conference room for use, empty waste receptacle, cleans & sanitizes restrooms/shower rooms, keeping sidewalks and doorways free of debris and obstacles, etc.
5. Operates a variety of village owned equipment and vehicles for performance of work such as, dump truck, septic pumper truck, backhoe, tractor, etc.
6. Provides regularly scheduled vehicle inspections, creating & maintaining proper inventory records of all community equipment & property. Maintain proper vehicle logs i.e. mileage, gas purchases, services, etc., ensuring that all vehicles are properly equipped with emergency items.
7. Participates in training to learn the basic operation and maintenance of the village water/wastewater system in accordance with tribal, state and federal EPA regulations.
8. Collects water samples from, tanks and faucets for field laboratory testing. Assists Water Operator II in taking corrective action prescribed by the Safe Water Drinking Act and U.S. Environmental Protection Agency regulations.
9. Read, interpret and record water quality readings from meter gauges and other monitoring instruments; enter data into established logs.
10. Maintains principles of source water protection measures by eliminating debris and potential contaminants around the water storage tanks and wells.
11. Performs other duties as assigned and authorized by the supervisor or Community Service Administrator to meet Village/Tribal goals and objectives.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of materials, tools and equipment used in maintenance and repair work.
- Knowledge of preventive maintenance; hazard/safety precautions common to construction, maintenance and repair work.
- Knowledge of safety and first aid procedures.
- Knowledge of custodial cleaning methods, practices and procedures.
- Knowledge of water operations, septic tanks, leach fields and plumbing.
- Skill in operating/using machinery/equipment and common tools of building maintenance trades.

- Skill in performing tasks of various trades; carpentry, masonry, plumbing and custodian.
  - Skill in safely working with potentially hazardous materials, chemicals and supplies.
  - Skill in prioritizing and handling multiple projects/assignments, operation and maintenance repairs and improvements.
  - Skill in emergency repairs to minimize system down times.
  - Skill in operating community vehicles, backhoe, and dump truck.
  - Skill in writing and preparing reports.
  - Skill in human relations and strong verbal and written communication.
- Ability to plan, implement and accomplish work according with established objectives, priorities and timelines.
  - Ability to read and interpret documents; such as maintenance instructions and manuals, and procedural manuals.
  - Ability to operate a computer and applicable software to complete reports.
  - Ability to estimate, calculate figures, percentages, area circumference, volume and other math calculations related to construction and reports.
  - Ability to work independently, establish and maintain a positive professional working relationship with coworkers and the general public.
  - Ability to perform manual labor, follow written and verbal instructions.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

The work is performed in all types of environments, terrain and temperature conditions; exposure to noise, dust, grease, smoke, fumes, gases, solvents, electrical energy, toxic and hazardous materials/chemicals; work in confined spaces varies types of surfaces including slippery and uneven surfaces. 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, PPE's, gloves, etc. The incumbent is must have sufficient physical ability to perform moderate to heavy lifting, standing, walking for prolonged periods of time, climbing, kneeling, stooping, and crouching. The incumbent is expected to maintain a flexible work schedule and at times be required to work evenings, weekends and holidays. Travel on and off the Hopi reservation is required.

**MINIMUM QUALIFICATIONS**

Education: High School Diploma or G.E.D. certificate;

AND

Experience: Three (3) years related work experience in general building maintenance, plumbing and custodial work.

OR

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

**NECESSARY SPECIAL REQUIREMENTS**

1. Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license and maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
7. Possess or obtain within two (2) years of employment a Water Operator certification and maintain such certification throughout employment.

**DESIRED REQUIREMENT**

- Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in both the Hopi and English languages as a condition of employment.