



FACILITIES MAINTENANCE TECHNICIAN/WATER OPERATOR TRAINEE

Village of Mishongnovi

Reports To: Community Service Administrator

Salary/Hourly Range: 30

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Developed: 01/10/2020

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

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

1. Participation in training to learn the basic operation and maintenance of the public water/waste water system in accordance with tribal, state, and federal EPA Regulations.
2. Collects samples from the wells, tanks and faucets for field and laboratory testing. Assists supervisor in taking corrective action prescribed by the Safe Drinking Water Act and U.S. Environmental Protection Agency regulations.
3. Maintains an efficient and effective record keeping system of daily maintenance activities, inventory of materials and tools, map of water distribution lines and water use data.
4. Read, interpret and record water quality readings from meter gauges and other monitoring instruments; enters data into established logs.
5. Maintains principles of source water protection measures by eliminating debris and potential contaminants around the water storage tank and the well.
6. Conducts preventative maintenance on village owned property, equipment and vehicles. Completes work orders in accordance with applicable policies and procedures.
7. Performs other duties as assigned and authorized to meet Village goals and objectives.

PERSONAL CONTACTS

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 of resources.

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. 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, etc. The incumbent is expected to maintain a flexible work schedule and at times to be required to work evenings, weekends and holidays. Travel on and off the 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, Training and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of computers and applicable software applications;
- Knowledge of the hazardous and safety precautions common to building maintenance and construction.
- Some knowledge of water operations and plumbing;
- Some knowledge of septic tanks and leach fields.

- Skill in making operation and maintenance repairs and improvements;
- Skill in emergency repairs to minimize system down times;
- Skill in producing reports;
- Skill in human relations and developing community based support.

- Ability to plan and accomplish work in accordance with established goals, objectives, priorities and timelines;
- Ability to read and interpret documents, such as maintenance instructions and manuals, and procedural manuals;
- Ability to calculate figures, percentages, are circumference, volume and other similar calculations;
- Ability to comprehend regulations and to make decisions related to compliance;
- Ability to identify, analyze and solve problems independently;
- Ability to prioritize workload, follow up on assignments, direct and perform quality maintenance services in a cost-effective manner;
- Ability to establish and maintain positive effective working relationships with others.

NECESSARY SPECIAL REQUIREMENTS

1. Must 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. Incumbent must 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 complete and maintain annual immunization and physical wellness exams.
6. Must not have any felony convictions.
7. Must not have been convicted of criminal misdemeanors at the local, state, or federal level within the past five (5) years of application.
8. The incumbent will obtain within two (2) years of employment a Water Operator certification and maintain such certification throughout employment.

CONDITIONAL APPOINTMENT

The incumbent will be upgraded from Trainee status to Water Operator upon successful completion of Certification as Water Operator Level 1 in Water Treatment and Water Distribution under the Inter-Tribal Council of Arizona Training Program and performance at the Trainee level is average or above average.