



## Job Title: WATER OPERATOR II

**Department /Office:** Village of Shungopavi

**Reports to whom (title):** Community Service Administrator

**Salary / Hourly Range:** 30

**Job Classification Code:**

**Level of Background Check:** 1B

**FLSA Status:** NON-EXEMPT; Full-time, Part-time, Temporary

**Driving Required:** Yes, As Required

**PD Created:** 11/20/13

### **JOB DESCRIPTION:**

This position is responsible for operating, maintaining and monitoring the water and wastewater system for the Village of Shungopavi. The incumbent performs administrative & technical duties of semi difficulty & complexity requiring working knowledge of systems operations including related mechanical, safety and environmental regulations & code specifications.

### **KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties for the Water Operator II are intended to be illustrative only and should not be viewed as all inclusive or restrictive.)

1. Responsible for operating, maintaining upkeep and monitoring the water & wastewater system under the jurisdiction of the village in accordance with applicable tribal & federal regulatory policies & codes.
2. Receives and handles maintenance/repair work orders requested by village administration or resident members (via telephone call or written form), including service on residential septic systems. Completes work orders in compliance with applicable village policies & procedures.
3. Collects & prepares monthly water samples from wells, tanks & faucets for field testing and for shipment to qualified laboratories for organic/inorganic testing; applies chlorination or other chemical preventatives for contamination if detected by field or laboratory tests; ensures water quality meets the health & safety standards mandated by federal EPA regulations and tribal health codes; maintains official records of testing and treatment activities for inspection by IHS health authorities; and conducts follow up work to address any complaints and to implement corrective action measures.
4. Collects, reads, & interprets weekly activity from meter gauges and other monitoring instruments; enters data into established manuals & automated logs, etc.
5. Establishes and maintains an organized record keeping system to archive operational correspondences, daily maintenance activities, inventory of materials & tools, map of water & sewer lines, water use data.
6. Prepares narrative, technical & statistical reports, cost estimates/projections, etc. for submittal to supervisor and village members; attends village meetings to give oral reports, etc.
7. Operates & maintains a variety of village owned equipment and vehicles for performance of work such as, a dump truck, pumper truck, backhoe, tractor, etc.
8. Performs other related duties as assigned and authorized to achieve village goals and objectives.

### **PERSONAL CONTACTS:**

Contacts are with employees within/outside the immediate work area, villages, leaders, residents, outside agencies/organizations and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts and foster a network of resources.

### **PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

The work is performed indoors and outdoors requiring 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, coats, shields, etc. The incumbent is expected to maintain a flexible work schedule and at times be required to work evenings, weekends and holidays. Occasional travel on and off the Hopi Reservation is required.

### **MINIMUM QUALIFICATIONS:**

1. **Required Education, Training and Experience:**
  - A. Education : High school diploma or G.E.D. certificate; AND
  - B. Training : Certification at Level 1 Water/Wastewater Operator or certification within one year of employment; AND
  - C. Experience : Three (3) years work experience performing residential plumbing work and maintaining public water/wastewater systems; 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
    - Knowledge of the standards, codes and specifications common to the plumbing trade
    - Knowledge of maintain and repairing water wells, pumps, water and wastewater mains, treatment plants, septic tanks, leach fields, etc.
    - Knowledge of water sampling and testing procedures, types and frequency of required reports

- B. Skills:
- Good verbal and written communication skills to compose correspondence, maintain accurate logs for water and wastewater systems, technical reports and conduct presentations
  - Skill in the operation of heavy equipment and community vehicles, i.e., tractor, backhoe, pumper truck, dump truck, etc.
  - Skill in safely working with potentially hazardous material, chemicals and supplies
  - Skill in prioritizing and handling multiple assignments
  - Skill in reading and interpreting data from meters, charts, gauges and recording devices for water and wastewater systems
- C. Abilities:
- Ability to plan, implement and accomplish work in accordance with established objectives, priorities and timelines
  - Ability to work independently, establish and maintain positive professional working relationships with others, dealing tactfully and courteously with village members
  - Ability to comprehend and operate telemetry process control systems and perform basic mathematical calculations
  - Ability to read blueprints and GIS mapping prints
  - Ability to maintain confidentiality in conformance with professional standards
  - Ability to perform manual labor, follow written and verbal instructions

**NECESSARY REQUIREMENTS:**

1. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy. 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.
2. Must possess a valid Arizona driver's license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. Must maintain Water Operator Level I certification

**DESIRED QUALIFICATION:**

Speak and understand the Hopi language.

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