



## **WATER/WASTEWATER OPERATOR VILLAGE OF BACAVI**

**REPORTS TO: COMMUNITY SERVICE ADMINISTRATOR  
SALARY/HOURLY RANGE: 33  
FLSA Status: NON-EXEMPT  
VALID DRIVER'S LICENSE REQUIRED**

### **INTRODUCTION**

This position is responsible for the administrative direction and supervision in maintaining, operating and monitoring the water/wastewater system as well as village property and equipment for the Village of Bacavi. The incumbent performs complex and technical duties requiring knowledge in water and wastewater operations applicable to Tribal and Federal EPA laws, regulations, policies and procedures. This work includes varied duties requiring different and complex processes and methods. The work requires making decisions concerning interpretation of considerable data, planning of the work or refining the methods and techniques to be used. 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.

Contacts are with employees within/outside the immediate work area, supervisor, village board members, tribal officials, BIA, Indian Health Service, local state and 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. The work is physical performed indoors and outdoors. The work involves lifting of objects in excess of 25lbs., recurring bending, stooping, walking, crouching and exposure to varying weather conditions. The incumbent will be exposed to everyday risk or discomforts requiring protective clothing and gear. Travel on and off the reservation is required.

### **ESSENTIAL FUNCTIONS**

(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 of Bacavi in accordance with applicable tribal & federal EPA regulatory policies and codes; keeps current on all water/wastewater system rules and regulations.
- 2) Records and interprets daily readings from meter gauges and other monitoring instruments; enters data into established manual & automated logs, etc.; performs preventive maintenance on all water/wastewater devices to ensure proper working condition. Reports major repairs to the supervisor and provides corrective action.
- 3) Collects and 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 and safety standards mandated by federal 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; maintains record of fuel usage and operator time.
- 5) Provides administrative and technical assistance in planning and developing water/wastewater village projects. Works closely with the village accountant to ensure availability of funding for projects construction, renovation maintenance; cost estimations for the purchase of equipment and supplies and conducts annual inventory of property and equipment.
- 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, when/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 orders in compliance with applicable policies and procedures, ensures that supplies, materials and equipment are properly selected and available for accomplishing tasks.

- 8) Performs minor electrical and plumbing 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, truck, etc.
- 9) Attends trainings to maintain certification in water/wastewater operations.
- 10) Assist the Village Board of Directors, Committees and Staff with event planning, set up of necessary equipment and other tasks included with events and other tasks assigned.
- 11) Performs other related duties as assigned and authorized to meet Village goals and objectives.

**MINIMUM QUALIFICATIONS**

Education: Certificate in Building Trades;

AND

Training: Certification in Level 1-Water Treatment/Distribution and Level 1-Wastewater Collection/Treatment are preferred: Certification in Very Small Water Systems and Certification in Small Lagoon operations, in lieu of Level 1 Certification is acceptable, Certification shall be issued by the Inter-Tribal Council of Arizona or State of Arizona;

AND

Experience: One (1) year experience performing plumbing, electrical work, troubleshooting and maintenance/operation of water/wastewater systems.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of 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
- Skill in verbal and written communications
- Skill in supervising and customer service
- Skill in operating hand and power tools
- Skill in operating tractor, backhoes and truck
- Ability to plan, organize, schedule and direct the work of others
- Ability to prepare clear and concise reports
- Ability to read and interpret as-builds, diagrams and other technical data
- Ability to analyze problems and take corrective 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
- Ability to work weekends, odd hours and on-call as needed

**NECESSARY 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. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver’s license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 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.

**DESIRED REQUIREMENT**

Ability to speak and understand the Hopi language to translate from Hopi to English and vice-versa.