



WATER SYSTEM OPERATOR TRAINEE

VILLAGE OF LOWER MOENCOPÍ

Reports To: Community Services
Administrator
Salary Range: 22
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

This position is responsible for proper operation and maintenance of the village public water system for the Village of Moencopi (Lower).

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. Learns the basic operation and maintenance of the public water system under the jurisdiction of the Villages in accordance with the Federal Safe Drinking Water Act and Clean Water Act; performs work using necessary safety precautions.
2. Learns how to collect samples from the source water, tanks and faucets for fields and laboratory testing; assists Supervisor in taking corrective action prescribed by the Safe Drinking Water Act and U.S. Environmental Protection Agency regulations.
3. Learns how to maintain 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. Learns how to read, interpret and record water quality readings from meter gauges and other monitoring instruments; enters data into established logs.
5. Learns principles of source water protection measures by eliminating debris and potential contaminants around the spring vault, water storage tank, and the chlorination building.
6. Learns how to handle maintenance and repair work orders assigned by supervisor and completes work orders according to applicable Village policies and procedures.
7. Performs other duties as assigned and authorized by the Supervisor to meet Village goals and objectives.

COMPLEXITY

The work includes various duties involving different and related processes and methods. The decision regarding what needs to be done depends up on an assessment of the situation, selecting among variations in approach, analysis of incomplete or conflicting data. The chosen course of action may have to be selected from alternatives.

SUPERVISION RECEIVED

The incumbent is under the supervision and line authority of the Water/Wastewater Operator. The Supervisor makes assignments by defining specific objectives, priorities and deadlines and assists the incumbent with unusual situations that so not have clear precedents. The incumbent works as instructed and consults with the Supervisor as needed on all matters not specifically covered in the original instructions or guidelines. Completed work is evaluated by the Supervisor for technical soundness, appropriateness and conformity to policy, federal regulations and organizational requirements.

PERSONAL CONTACTS

Contacts are with employees within and outside the immediate work area, supervisor, Moencopi (Lower) administration, Board of Directors, Water & Sanitation Committee, laboratory personnel, and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts and establish a network of resources. Some contacts may present themselves as uncooperative.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work requires physical exertion such as long periods of standing, walking over rough, uneven terrain, 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. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS

Education: High school diploma or GED certificate;

AND

Experience: Trainee Position, no experience necessary,

OR

Equivalent combination of Education, Training, and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of water pipes types and plumbing
- Working knowledge of septic tanks and leach fields
- Working knowledge of hazardous work and safety precautions in the work place
- Adequate verbal and written communication skills
- Adequate skill in using computer and software
- Skill in the operation of a backhoe, front-end loader and hand-held power tools
- Skill in reading and interpreting data
- Ability to perform basic mathematical calculations
- Ability to follow verbal and written instructions
- Ability to comprehend basic chemical applications in public water system
- Ability to handle hazardous chemicals with care
- Ability to establish and maintain professional working relationships with others

NECESSARY SPECIAL REQUIREMENTS

1. Must maintain Water Treatment and Water Distribution Certification
2. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
3. 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.
4. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
5. Must maintain a satisfactory motor vehicle report.
6. Must attain negative test result on mandatory and random drug & alcohol screening.
7. Must not have any felony convictions
8. Must not have been convicted of criminal misdemeanors at the local, state, or federal level within the past five (5) years of application.

DESIRED QUALIFICATION

1. Speak and understand the Hopi Language for the purpose of communicating and educating Village consumers about the Moencopi (Lower) Public Water System.

CONDITIONAL APPOINTMENT

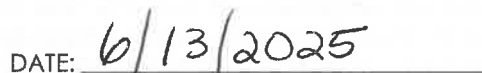
The incumbent will be upgraded from Trainee status to Water Operator upon meeting the following conditions: 1) successfully attaining certification as Water Operator at Level I in Water Treatment and In water Distribution under the Inter-Tribal Council of Arizona training program; 2) performance at the Trainee level is average or above average; and 3) that funding is available to move to the Water Operator position.

REVIEWED BY:

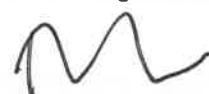


CSA, Village of Moencopi (Lower)

DATE:



APPROVED BY:



Human Resources Director

DATE:

