



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	N
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	N

JOB TITLE: Certified Water and Wastewater Operator
DEPARTMENT: Utility Authority
SALARY: DOE

POSITION SUMMARY

Under the direct supervision of the Director this position is responsible for operation, maintenance and repairs related to the utility authority equipment and reporting. The Lead Assistant will also help to maintain records, mapping as well as work with contractors to complete safely and timely utility projects. The Lead Assistant will take the lead on troubleshooting electrical and mechanical issues. The position coordinates with other tribal departments and outside agencies and vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performing daily system check at 6 stations to record master meter readings; replenish chemicals; lubricate pumps; generator maintenance; housekeeping duties, etc.
2. Read/monitor water meters on monthly and as-needed basis using laptop meter recording device. Approximately 450 meters in the system.
3. Shut off water meters for non-payments. Reconnect service as needed.
4. Flush water systems on a routing basis.
5. Exercise mainline water & wastewater valves on routine basis. Maintain record of valve exercising activities. Approximately 200 valves in system.
6. Keep stations, well heads, drain fields, hydrants, valves, electric meters, wastewater pre-treatment tanks and other water/wastewater appurtenances clear of brush, tall grass, debris, obstructions, etc. as needed.
7. Routine maintenance on wastewater pre-treatment tanks including pull & clean baskets, repair/replace pumps, inspect/adjust electrical connections, lubricate locks, etc. Approximately 125 tanks in system. Maintain record of routine tank maintenance.
8. Assist with operation and maintenance of Membrane Bio-Reactor (MBR) wastewater treatment plant.
9. Assist with miscellaneous call outs to clear clogged pumps, repair minor leaks, etc.
10. Maintain and repair tools and equipment. Maintain inventory of supplies and parts.
11. Assist with oversight of contractors retained for construction and repair projects.

MINIMUM QUALIFICATIONS

1. Technical certification as a Water Distribution Specialist or Wastewater Plant Operator, Associates or higher is preferred, High School graduate or G.E.D.;
2. Valid Washington State driver's license;
3. Ability to read and follow written instructions and to understand and follow verbal instruction
4. Ability to perform basic mathematical calculations using hand held calculator
5. Ability to lift 75 pounds and work outdoors inclement weather for long periods.
6. Ability to perform physical work in field including heavy lifting, climbing ladders, work in ditches, etc. and demonstrated ability to operate various hand tools and equipment common in the water/sewer utility profession. Knowledge and operation experience with backhoes, excavators, compactors, trucks, etc.
7. Five years of water and wastewater experience or related fields with demonstrated ability to perform related tasks. Supervisory and training experience preferred.
8. Be available for weekend, holiday and call-out duties.
9. Must live within a thirty-minute drive of the Swinomish Reservation.
10. Ability to read and interpret construction plans and specifications, as-builts, electrical schematics, technical manuals, etc.
11. Ability to trouble-shoot and correct electrical and mechanical problems in the field.

WORK ENVIRONMENT AND TIME COMMITMENT

1. While on project sites, the employee is occasionally exposed to fumes or airborne particles, and moving mechanical parts and/or machinery
2. While on the project sites, the employee is occasionally exposed to extreme summer heat and winter seasons, occasionally exposed to wet or humid conditions
3. The work environment demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel, lift, reach with hands and arms, climb, or balance, stoop, kneel, crouch or crawl, talk or hear and taste or smell
4. Be available for weekend, holiday and call-out duties;

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Water and Waste Water Operator-Lead Assistant is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extensive criminal background check.

TRIBAL PREFERENCE

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities. Employees working with vulnerable populations will be required to submit to drug and alcohol screening as needed.

Employee: _____

Date: _____

Supervisor: _____

Date: _____