



Hoplend Band of Pomo Indians Job Announcement

Position: Utility Operator Trainee (P/T)
Reports To: Lead Utility Operator
Rate of Pay: \$ 15.00 (24 hours a week)

POSITION SUMMARY: Oversee the daily operational functions of the water treatment plant, the wastewater treatment plant; including maintenance and repair of facilities. Provide protection and enhancement of reservation water resources; perform other duties as assigned.

DUTIES RELATING TO WATER DISTRIBUTION SYSTEM AND WASTEWATER TREATMENT PLANT

1. Assist in planning and coordinating the operation of the wastewater treatment plant.
2. Assist in preparing necessary operational records and reports and communicate data to your immediate supervisor.
3. Assist with adjusting, repairing and maintaining the wastewater plant and water distribution system including cleaning, lubricating, calibrating and repairing pumps, motors, valves, meters, chemical feeders, filters and instruments.
4. Assist in performing regular inspections and preventive maintenance including testing, taking readings, and maintain record of activities.

QUALITY CONTROL

1. Add chemicals according to established procedures, record meter and gauge readings, respond to system conditions. Test for chlorine residuals in water mains.
2. Collect samples of water, wastewater, and sludge's from manholes, tanks, basins, and ponds in and around the treatment plant site according to established procedures and federal regulations, maintain records, and prepare reports. Provide monitoring reports to US EPA as required.
3. Chart test results for trend analysis; maintain accurate records.

GENERAL DUTIES

1. Respond to and investigate inquiries and complaints from the public on various water problems, conduct flushing of hydrants according to an established schedule.
2. Assist in installing new service water lines. Assist in the location and marking of water services and mains at the request of contractors, customers and others. Chlorinate new lines before putting into service.
3. Maintain up-to-date GIS maps showing valve, hydrant and line locations and associated attribute data.
4. Investigate malfunctions of meters; determine problems and repair or replace as needed.
5. Oversee monthly meter readings for all locations; calculate consumption and production; give information to Fiscal Officer for billing. Investigate locations with unusual readings to check for leaks, meter problems, unauthorized usage, and report to customer and management as required.
6. Maintain supply of needed materials; report needs to Lead Operator.
7. Remain current on new research, technology, laws and regulations.
8. Report to the Lead Operator orally and in writing on a regular basis about the performance of the system, water quality testing results, and recommendations for improvements or solution to problems.

COLLATERAL DUTIES

1. Support the efforts of other departments by working closely with all Tribal staff (e.g. maintenance, housing, activities, education, planning, and health).

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.



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2. Assist in a variety of special projects to assess the quality of the reservation water sources, and to preserve, protect and enhance the reservation waters.
3. Assist in a variety of public outreach and education activities in the community.

REQUIREMENTS

1. High school graduate or GED with the ability to carry out the required tasks. At least one year of water or wastewater experience preferred but not necessary.
2. Minimum Certification for Treatment 1 and Distribution Waste Water Operator or must be able to obtain minimum Certification within one year.
3. Computer experience.
4. Class C License; Valid California Driver's License and California car insurance.
5. On-call 24 –hours a day
6. Knowledge of:
 - Functions and mechanics of pumps, valves, electric motors, compressors, flow monitoring devices, hydraulic weed burning apparatus and liquid spraying apparatus, meters and other equipment, and ability to inspect equipment in operation and detect defects and potential problems.
 - Safe use of department equipment and chemicals.
 - Tribal ordinances and federal regulations as they pertain to the department.
 - Some knowledge of water chemistry.
7. Ability to:
 - Work independently.
 - Meet the physical requirements necessary to safely and effectively perform required duties (including lifting and physical labor).
 - Work in areas with exposure to chemicals, and various environmental conditions such as dust, dirt, noise, odors and humidity.
 - Analyze and interpret data, maps and aerial photographs.
 - Perform algebraic computations necessary to determine appropriate chemical concentrations, etc.
 - Conduct field investigations under adverse weather conditions.
 - Ensure project compliance with federal and tribal codes, laws and regulations.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships.
 - Prepare and analyze technical and administrative reports, statements and correspondence.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and, in some instances, an extensive background security check.

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