



## Hoplend Band of Pomo Indians Job Description

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**Position:** Utility Director (F/T, Exempt)  
**Reports to:** Tribal Administrator  
**Salary:** \$55,000 to \$65,000 Annually

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**POSITION SUMMARY:** Under the direction of the Tribal Administrator, the Utility Director plans, organizes, coordinates, directs, and reviews the operation, maintenance, construction, and repair of water/wastewater treatment facilities, and lines. Is responsible for the overall coordination and administrative management of the Tribal Utilities Department, including development and implementation of the Tribe's water systems, which include drinking water, wastewater, wells, spray fields and creeks. Provides supervision, training and work evaluation for assigned staff; assists with the general planning and management of water treatment and distribution facilities, sewage systems, and wastewater treatment plants that address community water and wastewater system needs.

### ESSENTIAL FUNCTIONS:

1. Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned staff.
2. Recommends selection of staff; provides for training and development; conducts performance evaluations; and administers discipline, as required.
3. Monitors utility systems such as water supply, electrical systems, plumbing, piping and HVAC.
4. Uses control panels and surveillance systems to detect and monitor malfunctions in utility systems.
5. When a malfunction is detected, inspects affected systems and areas, determines extent and cost of repairs; reports and provides solutions for operational deficiencies.
6. Diagnoses and corrects utility problems, when possible, contacts outside contractors to repair utility problems and assists with bid requests.
7. Conducts routine maintenance checks and performs preventive maintenance on utility equipment.
8. Monitors supply room and inventory of spare parts, ensuring appropriate levels
9. Develops grant proposals, seeking new sources of funding to address Tribal water priorities and future utilities projects.
10. Manages and maintains compliance for any grants received from different federal and/or state agencies; ensuring all work plan responsibilities are met and funds are expended according to approved budgets.
11. Prepares and submits required reports for various funding agencies under the terms and conditions of the funding agreements.
12. Oversees the development and implementation of department policies and procedures on approval by Tribal Administrator and Tribal Council.
13. Enforces Tribal Water System compliance and answers any questions by account holders.
14. Analyzes and interprets data, maps and aerial photographs; perform statistical and other computations.
15. Ensures meters are read accurately and timely with reports turned in to the finance department for billing purposes.
16. Works closely with other Tribal departments and the Tribal Council in developing a greater water use awareness through training & seminars.
17. Provides water conservation outreach to the community and continually strives to serve the community.
18. Prepares documents, reports and newsletters as requested by the Tribal Council and Tribal Administrator.
19. Builds good working relationships with other Tribes, local, county, state and federal agencies, and others, working collaboratively to address water concerns as appropriate.
20. Other duties as assigned

*The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Tribal Administrator.*

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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### REQUIREMENTS/QUALIFICATIONS

Education and Experience: (5) years of full-time increasingly responsible experience in public utility construction and maintenance work, including at least (3) years in a lead or supervisory capacity. A relevant Bachelor's degree from an accredited four year college or university is preferred however an equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job will be considered.

Licenses and Certifications: Valid California Class C Drivers License and be insurable for auto insurance.

Possession of, or ability to obtain, a valid California Grade D2 Water Distribution Operator Certificate.

Possession of, or ability to obtain a valid California Grade T2 Water Treatment Plant Operator Certificate within 12 months from date of appointment.

Possession of, or ability to obtain a valid California Grade 2 Wastewater Treatment Operator certificate within 12 months from date of appointment.

A valid Wastewater Collection Certificate, California Grade T3 Water Treatment Operator Certificate and a Grade 3 Wastewater Treatment Operator Certificate is desirable.

Additional Requirements: Knowledge of principles and practices of employee supervision, leadership and budget preparation and monitoring; knowledge of federal, state and local laws, rules, regulations and environmental compliance requirements applicable to the operation, maintenance, construction and repair of public utilities; ability to manage and keep in compliance multiple grants from different federal and/or state agencies; work independently; and ability to manage multiple tasks and meet deadlines; maintain confidentiality at all times; actively involved in the community and understanding of the Native American Culture.

Other Qualifications –Proficient in Microsoft Office Suite: Word, Excel, Power Point, and Outlook.

Language Skills – Should have excellent writing, oral and interpersonal communication skills and an intuitive listener; good public speaking skills; exercises considerable initiative and independent judgment; establishes and maintains effective working relationships with those contacted in the course of assignment; ability to prepare clear and concise reports, correspondence, grants, policies and other written materials; exercises sound independent judgment within policy guidelines

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Ability - This person will be required to engage in critical thinking in addressing problems that have multiple variables that are constantly changing; apply logical thinking to accomplish tasks; understand, interpret and communicate complicated policies, procedures and protocols.

Physical/Work Environment Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast-paced work environment and effectively deal with employees, participants and partners. Is regularly required to sit, stand, walk; speak and hear, and use hands to finger, handle, or feel. Operate standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate

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through written means. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; ability to travel throughout Mendocino County and other local counties to attend various meetings and overnight travel for extended periods of time for mandatory training in various locations throughout the western U.S.

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 an extensive background security check.

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