**YUROK TRIBE JOB DESCRIPTION**
**CHIEF WATER OPERATOR**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Chief Water Operator</th>
<th>Job Grade</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Public Water Systems</td>
<td>Location</td>
<td>Yurok Reservation</td>
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<tr>
<td>Reports To</td>
<td>PWS Manager</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
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<td><strong>ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE</strong></td>
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<td>Salary Range</td>
<td>$22.04-$28.76</td>
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**POSITION SUMMARY:**

Under the direct supervision of the Public Water Systems Manager, the incumbent is responsible for the operations and maintenance of multiple community water systems. The incumbent supervises Water Operators to monitor water system performance, provide chlorination to treatment processes, maintain surface water collection intakes, maintain and monitor slow sand filter and roughing filter elements, and operate system source wells. In addition, the incumbent is responsible for making minor modifications and repairs to water system elements. The incumbent will be available for emergency response, 24 hours/day, seven days/week and may include working in all weather conditions. The incumbent shall assist in tracking water users on each system and will read all commercial meters and submit for billing purposes and will assist the Public Water Systems Manager in annual capital improvement evaluations.

**DUTIES AND RESPONSIBILITIES:**

1. Supervise and provide direction to individual system operators.
2. Provides system operations training to individual system operators.
3. Perform the assigned rounds of the water system and treatment plant to inspect, monitor, and document plant operations by visually inspecting, reading and recording plant equipment gauges, dials, meters, and other instruments.
4. On a regular basis tours the system to assess the condition of the water treatment plant and distribution system from source to the ends of the distribution lines; inspects systems to insure proper operating condition.
5. Performs general plant facility maintenance such as cleaning, unplugging blockages or repairing leaks, cleaning intakes, checking for illegal taps, painting and repairing buildings and plant facilities, carrying out other maintenance duties as assigned.
6. Keeps plant operations logs and reports, performs and records mathematical calculations related to routing plant operation activities.
7. Operates treatment facilities on the system by adding chemical treatments as needed; performs a variety of scheduled routine tests to monitor water quality; cleans tanks and filters using back washing (reverse flow) cycle.
8. Tests water samples to monitor acidity, color, and impurities and to check for bacteria and for residual chlorine in the distribution and supply lines and records data for reporting purposes.
9. Prepares a variety of operational and data collection reports on the water systems assigned in order to make a longer-term assessment of system
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condition and water quality, and for forwarding to the federal regulatory agency.
10. Working alone or as part of a utility crew, repairs machinery or other improvements
    and facilities on the system using a variety of hand tools or specialized power tools.
11. Performs other work, closely related to the above tasks and purposes, as assigned by
    the immediate supervisor.
12. Compiles data and submits reports to EPA for compliance
13. Responsible for the efficient and safe operation of all community water systems.
14. Responsible for keeping all records and logs of system(s) operations.
15. Diagnose system performance problems and recommends corrective actions.
16. Assists in evaluating system capital improvement needs.
17. Responsible for good client relationships and responds to user comments/complaints.
18. Submit meter readings for billing purposes

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position. The incumbent will be required to supervise Public Water Systems
field staff and be required to fill in when the Public Water Systems Manager is unavailable.

MINIMUM QUALIFICATIONS:

- Must possess a Water Operator Certification Level 2
- Must have a minimum of 5 years of previous experience in watersystem operation or
  equivalent experience in the utility construction industry.
- Must meet requirements of the Yurok Tribe Vehicle Policy and possess a valid driver’s
  license.
- Must be able to lift and carry at least 100 pounds and be able to negotiate difficult terrain.
- Good oral and written communication skills.

EDUCATION/EXPERIENCE:

High School diploma or GED, Level 2-Water Operator Certification, 4 years of water system
operation experience.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol-Free Work Place Policy including pre-
   employment screening.
2. The work environment characteristics described here are representative of those an employee
   encounters while performing the essential functions of this job.
3. Must have a valid California Driver’s License.
4. Must maintain current Water Operator Certification Level 2 throughout the duration of
   employment.

2020 (RS)
5. **LANGUAGE SKILLS:** Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

6. **REASONING ABILITY:** Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

7. **PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is frequently required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 100 pounds.

8. **VISION REQUIREMENTS:**
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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I, ____________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

________________________   ___________   __________________
Employee Signature           Date             Employee #

________________________
Supervisor Signature