YUROK TRIBE-JOB DESCRIPTION

Water Operator I

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Water Operator I</th>
<th>Job Grade</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Yurok Tribe Public Utilities District</td>
<td>Location</td>
<td>Weitchpec, Klamath</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Water Manager</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$18.23 – $23.79</td>
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</tbody>
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ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

POSITION SUMMARY:

Under the direct supervision of the Public Water Systems Manager, works to assist with the control, operation, and maintenance of small rural water systems on the Yurok Reservation. Operate plant equipment and machinery to insure adequate treatment and supply of safe, potable water for household and other public use. The incumbent performs a variety of skilled technical duties and semiskilled labor in carrying out the following duties.

The person filling this position will be available for emergency response, 24 hours/day, seven days/week. This position needs to maintain contact with customers to perform regular preventative maintenance. May include working in all weather conditions, during all hours of the day.

DUTIES AND RESPONSIBILITIES:

1. 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.
2. 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.
3. 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.
4. Keeps plant operations logs and reports, performs and records mathematic calculations related to routing plant operation activities.
5. Operates treatment facilities on the system by adding chemical treatment as needed; performs a variety of scheduled routine tests to monitor water quality; cleans tanks and filters using back washing (reverse flow) cycle.
6. 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.
7. Prepares a variety of operational and data collection reports on the water systems assigned in order to make a longer-term assessment of system condition and water quality, and for forwarding to the federal regulatory agency.
8. 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.
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9. Performs other work, closely related to the above tasks and purposes, as assigned by the immediate supervisor.

SUPERVISORY RESPONSIBILITIES:

None

MINIMUM QUALIFICATIONS:

1. Must attain Level 1-Water Treatment Plan Operator certification within one year of hire.
2. Ability to understand and apply policies, procedures, and program standards ensuring compliance with the Safe Drinking Water Act.
3. Ability to apply safe work practices in all phases of water treatment plant operation.
4. Ability to carry out detailed but uninvolved written or verbal instructions.
5. Sufficient skill in math to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and draw and interpret bar graphs.
6. Able to exercise sound independent judgment within established guidelines and protocol and apply common sense in field situations.
7. Must possess a valid driver’s license, insurance and a clean driving record per Yurok Tribe policies.

EDUCATION/EXPERIENCE:

High School Diploma or GED certification and five years of experience in a similar occupation is required.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol 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. When necessary, must be able to lift 50 pounds.
4. Must be able to attain Level 1-Water Treatment Plan Operator certification within one year of hire.
5. May be required to pass a comprehensive background.
6. Must have a valid driver’s license.
7. 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.
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8. 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.

9. 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.

10. 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).

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                   Date