



TULE RIVER INDIAN TRIBE OF CALIFORNIA
340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 6/13/2014

Closing Date: 6/27/2014

If you are interested in this position, please submit the following:

- Completed Application
- High School diploma or equivalent GED.
- Wastewater Treatment Facility Operator Grade III License
- Confined Space Entry Certificate.
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Wastewater Treatment Facility Operator III

Department: Public Works

Work Schedule: Monday-Friday 8:00AM-5:00PM- Varies as needed

Wage Rate: Pay Range 24: \$24.57/ Hr./ Non-Exempt

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

POSITION: Wastewater Treatment
Facility Operator III

WORKSITE: Tule River Reservation
340 N Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Wastewater Treatment Facility Operator III is the lead level class in the Wastewater Treatment facility Operator series who may plan, assign, inspect, and lead the work of others. WWTFO III provides lead direction and participates in a range of duties including the most difficult operational work assignments requiring the application of independent judgment. The WWTFO III continues to perform a variety of skilled tasks found in a wastewater treatment plant and collection system. .

DUTIES AND RESPONSIBILITIES:

1. Lead operator of the Wastewater Treatment Facility / Receiving Station.
2. Operation of engines, electrical motors, pumps, meters, flow meters, blower meters, and valves for proper operation.
3. Monitors control equipment such as pumps, motors, valves, gages, blowers, sludge collectors, heat exchangers, sludge thickeners, and other related process equipment.
4. Checks clarifiers, skimmers, and grit collection systems.
5. Performs procedures to assure on-going proper wastewater treatment; obtains wastewater and sludge depth readings, adjusts sludge pumping equipment. Removes blockages.
6. Makes process adjustments based on flow conditions or biological conditions.
7. Adjusts or alters chemical treatment of the plant as necessary, and performs proper usage and handling of chemicals according to industry standards.
8. Sets and controls pumping rates for sludge.
9. Makes visual inspection of facility for purposes of process control.
10. Performs lab tests for process control. Collects digest and sludge samples for testing by laboratory personnel, or may perform laboratory analysis during the absence of laboratory personnel.
11. Services and lubricates equipment and engines, performs minor and major repairs, and overhauls pumps, blowers, digesters, and air compressors.
12. Cleans and paints plant equipment.
13. Maintains daily records of facility operation, samples collected, and corrections to unit processes. Schedules maintenance activity using maintenance database.

14. Conduct periodic field inspections of division activity to ensure quality control.
15. Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards.
16. Use of computer to record, update, and retrieve information.
17. Keeps detailed records and prepares daily logs.
18. Performs minor routine preventive maintenance, including lubrication of plant equipment to maintain operating efficiency; maintains proper appearance and cleanliness of equipment and facilities.
19. Performs buildings and grounds maintenance, which may involve weed control, gardening, and janitorial services. Maintains clean and orderly work areas.
20. May assist in training of new operators in wastewater treatment principles and practices.
21. Writes work orders for repairs.
22. Perform related duties as assigned.

QUALIFICATIONS:

1. Must be 18 years of age or older.
2. Possession of and ability to maintain a valid California Drivers' License class "C" or higher, and be insurable through the Tribal Administration.
3. High School diploma or equivalent GED.
4. Must have a Wastewater Treatment Facility Operator Grade III License issued by the State of California Water Resources Control Board.
5. Confined Space Entry Certificate.
6. Must have current and ability to maintain American Red Cross Certification for CPR/First Aide.
7. Must have excellent communication skills.
8. Must have excellent planning and organizing skills.
9. Must have the ability to work with others, or with little to no supervision.
10. Must successfully complete a pre-employment alcohol/drug screen and background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Basic computer skills to include Microsoft Word, Outlook and Excel.
2. Use of adding machines, calculators, and other specialty equipment.
3. Basic math skills; ability to add, subtract, multiply, and divide; including but not limited to fractions, decimals, percentages, square feet, cubes, and yardage.
4. Operation and maintenance of electrical pumps, motors, valves, piping systems, pipes, and related material.
5. Ability to read scales, meters, and gauges.
6. Basic tools and equipment used in facility, equipment, and grounds maintenance.
7. Working knowledge of SCADA and functions relevant to Wastewater Treatment.
8. Knowledge of operation and servicing requirements of plant machinery and equipment.
9. Knowledge of hazards relative to industrial plants, safety equipment, practices, and procedures.

10. Knowledge of basic equipment troubleshooting principles and practices.
11. Knowledge of applicable Tribal, Federal, and State laws, codes, ordinances, regulations, and guidelines relevant to assigned duties.
12. Ability to detect operating deficiencies in plant machinery and equipment, correct or report unusual, inefficient, or dangerous operating conditions.
13. Ability to handle hazardous chemicals in a safe manner.
14. Ability to establish cooperative working relationships.
15. The ability to communicate with various social and ethnic backgrounds as well as with local, city, county, state, and federal professionals with patience, tact, courtesy and self-restraint.
16. Ability to follow written and verbal instructions.
17. Ability to work safely and efficiently.
18. Excellent initiative skills.

PHYSICAL DEMANDS

Position requires prolonged sitting, standing, walking, crawling, reaching, grasping, repetitive hand movement, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The employee is occasionally required to climb and/or balance. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus. Acute hearing is required. This position may require the use of a self-contained breathing apparatus. Frequently must be able to lift up to 50 pounds, and normally must be able to lift over 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

| | |
|----------------------------------|---|
| This position reports to: | Public Works Director |
| Supervises: | May supervise: Trainees/Grade I – II Operators |
| Salary: | Pay Range 24: \$24.57 – \$31.36/ Hr./ Non-Exempt |
| Working Hours: | Normally Monday – Friday 8:00AM – 5:00PM; May require weekends, holidays, and odd/off hours dependent on work schedule or WWTF Plant needs. Will be required to be on-call. |
| Benefits: | Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) . |

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT