



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

**JOB POSTING**  
**TULE RIVER TRIBAL MEMBERS ONLY**

**Opening Date: 02/10/2016**      **Closing Date: 02/24/2016**

**Position Title:**      Wastewater Treatment Facility Operator / Trainee

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**Department:**      Public Works

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

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**Wage Rate:**      Pay Range 12: \$13.68/ HR/ Overtime Eligible

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

- Completed Application
- High School diploma or equivalent GED.
- Tribal Identification

All requested information must be in the Tribal Administration 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.*

**Submit To:**

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: [Teresa.Ceballos@tulerivertribe-nsn.gov](mailto:Teresa.Ceballos@tulerivertribe-nsn.gov)

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 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION TITLE:** Wastewater Treatment Facility Operator -Trainee

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**WORKSITES:**

Tule River Indian Reservation  
340 N. Reservation Rd.  
Porterville, CA 93257

City of Porterville  
555 N. Prospect  
Porterville, CA 93257

Porterville, CA 93257

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### GENERAL POSITION DESCRIPTION

Under supervision, performs a variety of unskilled and semi-skilled tasks. Performs a variety of equipment maintenance duties and participates in the operation of wastewater treatment facility. The Trainee Level provides entry into the Wastewater Treatment Operator series and allows incumbent to learn and apply the knowledge of facility operation required for promotion.

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### DUTIES AND RESPONSIBILITIES:

1. Checks engines, electrical motors, pumps, and valves for proper operation.
  2. Services equipment and engines, performs major repairs and overhauls pumps, blowers, digesters, and air compressors.
  3. Makes process adjustments based on flow conditions or biological conditions.
  4. Sets and controls pumping rates for sludge.
  5. Makes visual inspection of facility for purposes of process control.
  6. Performs lab tests for process control. Collects digest and sludge samples for testing by laboratory personnel.
  7. Cleans and paints plant equipment.
  8. Maintains records relevant to daily facility operation and maintenance program. Schedules maintenance activity using maintenance database.
  9. Conduct periodic field inspections of division activity to ensure quality control
  10. Use of computer to record, update, and retrieve information.
  11. Keeps detailed records and prepares reports as required.
  12. Required to train with the City of Porterville Public Works Department in order to gain the skills and qualifications necessary to move into the next series level, as well as the ability to work with the on-site Wastewater Treatment Facility Operator assigned to the Tule River Indian Reservation Wastewater Treatment Facility.
  13. Perform related duties as assigned.
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## QUALIFICATIONS:

1. Must be an enrolled Tule River Tribal Member.
2. Must be 18 years of age or older.
3. Possession of and ability to maintain a valid California Drivers' License class "C" or higher, and be insurable through the Tribal Administration.
4. High School diploma or equivalent (GED).
5. Possession of or ability to obtain appropriate Wastewater Treatment Facility Operator Certificate issued by the California Water Resources Control Board within one year of appointment to enter into the next series level.
6. Must have excellent communication skills.
7. Must have excellent planning and organizing skills.
8. Must have the ability to work with others, or with little to no supervision.
9. Must successfully complete a pre-employment drug/alcohol screen and background investigation.
10. Up to 4 year (dependant on incumbent's dedication and ability to pass certifications, could be up to 3 years) commitment and dedication to complete Wastewater Treatment Facility Operator series up to Grade 3 or higher.

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## 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, and valves.
5. Basic tools and equipment used in facility, equipment, and grounds maintenance.
6. Ability to learn and apply the requisite knowledge of the trainee/journey level.
7. Ability to establish cooperative working relationships.
8. Ability to read scales, meters, and gauges.
9. 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.
10. Ability to start the certification process for CPR and Confined Space Entry Certification.
11. Ability to follow written and verbal instructions.
12. Ability to work safely and efficiently.
13. Excellent initiative skills.

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## 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.

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**This position reports to:** Wastewater Treatment Facility Operator I or higher.

**Supervises:** None

**Salary:** Pay Range 12: \$13.68 – 17.46/ HR/ Overtime Eligible

**Working Hours:** Normally Monday – Friday 8:00AM – 5:00PM; May require weekends, holidays, and odd hours dependent on work and training schedule.

**Benefits:** Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) participation.

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