

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Operator I (Wastewater)**

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<b>EXEMPT: No</b>	<b>Job Code: 4-TS T5</b>
<b>TARGET SALARY: \$12.39 to \$15.49/DOQ</b>	<b>SHIFT: Flex</b>
<b>PROGRAM: Public Works</b>	<b>LOCATION: W/W Bldg.</b>
<b>REPORTS TO: Lead Operator II</b>	

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**SUMMARY:** Operate and maintain the wastewater treatment plant, collection systems and sewer service connections. Maintains a preventive maintenance program. Perform National Pollutant Discharge Elimination System ("NPDES") permit required testing and reporting, prepare quarterly, reports and record keeping by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Respond to customer complaints or needs in a timely and courteous manner, and coordinate with other operators for repair or services to be completed.

Must be able to read and understand blue-prints, in order to help other utility agencies and contractors in locating of treatment plant and collection system components. This will also aid in repairs and service connections.

Organize and maintain a preventive maintenance program to coincide with manufactures recommendations and department needs. This includes scheduling of maintenance and projects through the Public Works Manager.

Produce a budget outline that allows, supplies and equipment needed for future needs, modifications and O&M annually.

Perform NPDES permit required testing such as biochemical oxygen demand, total suspended solids, CL2 residual, PH, DO and coliform in a manner that meets or exceeds credited lab techniques. This will include reporting NPDES discharge monitoring reports to EPA.

Must have ability to calculate and understand results of the tests performed. Also, be able to maintain and calibrate laboratory equipment.

Perform daily inspections of wastewater treatment plant and lift stations, which includes troubleshooting and repairs of control panels, submersible pumps, float controls, minor electrical, etc.

Responsible for keeping records and reports that are pertinent to the wastewater plant and collection system. This includes quarterly reports on program accomplishments.

Will be required to assist in training of the Wastewater Operator I position, this will include plant operation, NPDES permit testing, collection system maintenance.

Respond to system emergency call outs if available.

### **QUALIFICATION REQUIREMENTS:**

#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

Must have at least one years experience in related field.

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS:**

Ability to apply advanced mathematical concepts such as exponents, logarithms, hydraulics and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determinations of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

#### **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a Group I/II State Certification in Wastewater Treatment Plant Operations or ability to obtain one within 24 months.

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

#### **OTHER SKILLS AND ABILITIES**

Ability to establish and maintain effective working relationships with diverse groups of people including staff, the public and professional agencies. Must have a working competence in computer applications utilizing popular software programs, word processing, database, and spreadsheet.

Ability to prepare accurate reports as required.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

**SPECIAL REQUIREMENTS:**

Ability to work fluctuating hours, respond to emergency calls after hours, weekends and holidays.

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice.

Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council  
Human Resources  
P.O. Box 115  
**71 Makah Bay Drive**  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [katherine.thompson@makah.com](mailto:katherine.thompson@makah.com)

**OPEN: March 15, 2018**  
**CLOSE: March 19, 2018**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.