

**MAKAH TRIBE  
JOB DESCRIPTION**

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

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**EXEMPT:** No

**TARGET SALARY:** \$20.70 to \$23.00/DOQ

**PROGRAM:** Public Works

**REPORTS TO:** Lead Operator II

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**Job Code:** 3-SS T4

**SHIFT:** Flex

**LOCATION:** Plant

**SUMMARY:** Operate and maintain the water treatment plant, intake structures, distribution system and water service connections. Maintain a preventative maintenance program. Perform SDWA required testing and record keeping.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Respond to customer complaints or needs in a timely and courteous manner and coordinate with other operators for repairs 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 distribution system components. This will also aid in repairs and service connections.

Assist Lead Operator II in organizing and maintaining a preventive maintenance program to coincide with manufactures recommendations and department needs. This includes scheduling of maintenance and projects through the Lead Operator II.

Advises Lead Operator II on needed supplies and equipment required for daily operation and projects, this should be done for purchasing and budget planning.

Perform SDWA required sampling and testing such as CL2 residual, P.H., Turbidity, bacteriological sampling, and various contaminant sampling for laboratory testing. This may include reporting test results to E.P.A.

Must have ability to follow proper procedures in dealing with unsatisfactory test results. This includes responding to regulatory agencies and the community as directed by EPA guidelines and Public Works Manager.

Must perform quality control testing, calculate, and understand results for tests performed.

Perform daily inspections of water treatment plant and intake structures, which includes troubleshooting and repairs to system controls, motor and pumps, minor electrical, etc.

Responsible for keeping records and reports that are pertinent to the water treatment plant and intake facilities.

Required to work a flex schedule, which includes weekend duty.

Respond to emergency call outs if available.

**QUALIFICATION REQUIREMENTS:**

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

Must have at least one-year 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, 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 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.

Must have a Group I State Certification in Water Treatment Plant Operation or ability to obtain one within 24 months.

**OTHER SKILLS AND ABILITIES**

Ability to establish and maintain effective working relationships with diverse groups of people including staff, the public and professional agencies.

Revised 09/05/00

Revised 0730/02

Reclass 09/30/19

Revised 10/08/21

Must have a working competence in computer applications utilizing popular software programs, word processing, database, and spreadsheets.

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.

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

### **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.

### **APPLICATION PROCESS:**

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

**Makah Tribal Council**  
**Human Resources**  
**P.O. Box 115, Bldg. 71**  
**Neah Bay, WA 98357**  
**Fax: (360) 645-3123**  
**E-mail: [hr@makah.com](mailto:hr@makah.com) (PLEASE NOTE NEW EMAIL ADDRESS)**

**OPEN: October 17, 2023**  
**CLOSE: OPEN UNTIL FILLED**

**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, gender identity, 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.