

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Lead Operator II (Water)

EXEMPT: No	Job Code: 3-SS T6
TARGET SALARY: \$25.80 to \$28.66/DOQ	SHIFT: 40 hr/week Flex
PROGRAM: Public Works	LOCATION:
REPORTS TO: Public Works Manager	

SUMMARY: Operate and maintain the water treatment plant, intake structures, distribution, and water service connections. Maintain a preventative maintenance program. Perform SDWA required testing and record keeping. Provides for the personnel supervision of the Water Division.

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 repairs or services to be completed.

Must be able to read and understand blueprints, 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.

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

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

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. This includes quarterly reports on program accomplishments.

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

Respond to emergency call outs if available.

SUPERVISORY RESPONSIBILITIES:

Manages up to three subordinate staff. Is responsible for the general direction, and coordination of these units.

Carries out general supervisory responsibilities in accordance with the organization's policies and applicable laws, and under the direction of the Public Works Manager. Responsibilities include training employees, planning, assigning, and directing work, addressing complaints, and resolving problems. Decisions are based on well-established policies or known precedent.

Confers and reports to the Public Works Manager in regard to personnel management and must refer issues of an interpretative nature to the Public Works Manager. Public Works Manager has the ultimate authority in regard to personnel management that may include but not be limited to rewarding and disciplining employees; the Manager may take recommendation(s) from Lead Operator.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High School diploma or general education degree (GED).

Must have at least one year's supervisory experience.

Must have at least two 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 II State Certification in Water Treatment Plant Operation or ability to obtain one within 24 months.

Must have a valid Washington State Drivers License and be 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 effectively organize and prioritize work, handle multiple assignments simultaneously, and change from one task to another without loss of efficiency or composure.

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:

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. The noise level in the work environment is usually moderate.

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, Bldg 71
Neah Bay, WA 98357
Fax: (360) 645-3123**

**OPEN: May 28, 2025
CLOSE: Open Until Filled**

E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)

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.