

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Operator I (Wastewater)

EXEMPT: No	Job Code: 3-SS T4
TARGET SALARY: \$26.65 to \$29.61/DOQ	SHIFT: 32 hr/week Flex
PROGRAM: Public Works	LOCATION: w/w Bldg.
REPORTS TO: Lead Operator II	

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. Serves as the official NPDES Designee.

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.

Serves as the plan holder of the community sewer system plans. Must be able to read and understand blue-prints, in order to install sewer systems or repair existing systems. Serves as the point of contact and oversight to help other utility agencies and contractors in locating or 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.

Performs 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 EPS. Enforces plant safety and other procedures and regulations; ensures compliance with discharge permit.

Analyzes plant and laboratory records and logs and directs or makes the adjustment of processing methods to improve plant efficiency.

Prepare reports on plant and pump station operations for submission to superiors and regulatory agencies.

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.

Perform routine lawn maintenance at Wastewater Plant and at lift stations. Performs routine wash downs of lift stations.

Respond to system emergency call outs if available.

Cross trained to respond to water distribution repairs and installations.

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, 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. Apply data to formulas that determine treatment requirements, flow levels, and concentration levels.

ANALITICAL SKILLS:

Conduct tests and inspections on wastewater and be able to evaluate the results.

DETAILED ORIENTATED:

Must monitor machinery, gauges, dials and controls to ensure everything is operating properly. Because wastewater is highly regulated by the U.S. Environmental Protection Agency, operators must be careful and thorough in completing these tasks.

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, Bldg. 71
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)

OPEN: May 28, 2025
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.