POSITION SUMMARY:

Under the direct supervision of the Water Superintendent, incumbent works to assist with the control, operation, and maintenance of small rural water systems on the Yurok Reservation to ensure delivery services and adequate treatment of supply is of safe, potable water quality for household use. The incumbent also performs data collection in the field via provided equipment to track and assess available resources for current and future programming. A variety of skilled technical duties and semiskilled labor will be conducted as outlined in the following duties.

DUTIES AND RESPONSIBILITIES:

1. Conduct in person surveys as part of the public outreach phase of the program which will determine the needs of communities, proximity of pick-up sites and treatment stations, and prioritization metrics for delivery.
2. Perform the assigned rounds of water delivery where one will refill, inspect, monitor, and document by visually inspecting and recording water levels, state of the tanks and trailers, and performing safety checks and the necessary water quality testing as deemed necessary.
3. Will be required to drive large rigs in mountainous and remote terrain on unpaved roads.
4. Conducts water testing on the residential storage tanks by sampling water for residual chlorine using provided test kits. Performs a variety of scheduled routine tests to monitor water quality; cleans tanks and filters using back washing (reverse flow) cycle. Visually inspects water samples to monitor for color and impurities and records data for reporting purposes.
5. Inputs data findings into Survey application on a tablet provided by the Tribe.
6. Performs general truck and trailer maintenance such as cleaning, replacing flats, monitoring tire tread and oil levels, safely securing cargos and trailers, inspecting sight safety, carrying out other maintenance duties as assigned.
7. Keeps a maintenance log of the status of the vehicles and trailers as maintenance is performed or issues arise.
8. Prepares a variety of operational and data collection reports on the water systems assigned to make a longer-term assessment of system condition and water quality, and for forwarding to the federal regulatory agency.
9. Working alone or as part of a utility crew, repairing machinery or other improvements and facilities on the system using a variety of hand tools or specialized power tools.
10. Performs other work, closely related to the above tasks and purposes, as assigned by the immediate supervisor.
SUPERVISORY RESPONSIBILITIES:

None

MINIMUM QUALIFICATIONS:

1. Ability to understand and apply policies, procedures, and program standards ensuring compliance with the Safe Drinking Water Act.
2. Ability to apply safe work practices in all phases of water distribution operation.
3. Ability to carry out detailed but uninvolved written or verbal instructions.
4. Sufficient skill in math to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
5. Able to exercise sound independent judgment within established guidelines and protocol and apply common sense in field situations.
6. Must possess a valid driver’s license, insurance, and a clean driving record per Yurok Tribe policies.

EDUCATION/EXPERIENCE:

High School Diploma or GED certification and one-two years of experience in a similar occupation is required.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. May be subject to a comprehensive background check.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. When necessary, must be able to lift 50 pounds.
5. Must be able to attain Level 1-Water Treatment Plan Operator certification within one year of hire.
6. Must have a valid driver’s license.
7. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
8. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
9. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is frequently
required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 100 pounds.

10. **VISION REQUIREMENTS:**
- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ______________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_______________________________  ____________________  ____________________
Employee Signature             Date                         Employee #

________________________________________________
Supervisor Signature             Date