YUROK TRIBE JOB DESCRIPTION
Public Water Systems Manager

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Public Water Systems Manager</th>
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<tbody>
<tr>
<td>Job Grade:</td>
<td>11/12</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<tr>
<td>Location:</td>
<td>Yurok Reservation</td>
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<tr>
<td>Department:</td>
<td>YPUD</td>
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<tr>
<td>Division:</td>
<td>Community Development Division</td>
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<tr>
<td>Reports To:</td>
<td>Deputy Executive Director of CDD</td>
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</tbody>
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ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range: $67,516.80-$88,088.00/$79,913.60-$104,270.40

POSITION SUMMARY:

Under the general direction of the Deputy Executive Director, the Public Water Systems Manager is responsible for general oversight, development, and implementation of the Tribe’s Public Water Systems. The Manager will supervise the daily program activities of the Public Water Systems in order to ensure the continued delivery of USEPA approved drinking water to its customers. Manage all aspects of the Public Water Systems including staffing, budgeting, capital improvement programs, contractor relations, and project oversight.

DUTIES AND RESPONSIBILITIES:

1. Supervise and provide direction to department staff.
2. Ensure Public Water Systems are operated to USEPA specifications for continued Public Health.
3. Complete all required Lab Reports, EPA Reports, and Customer Notifications.
4. Design and implement safety, training, and maintenance programs.
5. Work with IHS and Yurok Tribe Planning Department on Public Water System improvements and development and prioritization of the sanitation deficiency list.
6. Maintain working relationships with external entities, contractors, federal and state agencies.
7. Maintain working relationships with internal Yurok tribal programs to ensure proper coordination for billing, budget tracking, new connections and any other correspondence that is required.
8. Use Public Water Systems portion of the PUD ordinance to create a higher capture rate of current and outstanding bills.
9. Travel to job sites to perform inspections.
10. Prepare and presents budgets and monthly reports to the Council.
11. Write, develop, and type letters, budgets, proposals, brochures, reports, and other items as required.
12. Write proposals and grants to provide training opportunities to employees and improvements to infrastructure.
13. Work closely with the Office of the Tribal Attorney (OTA) to update and amend the Yurok Public Utility District Tribal code as needed or required.
14. Will ensure that all program staff have current, required certifications for their positions.
15. Travel to attend meetings and/or training workshops.
SUPERVISORY RESPONSIBILITIES:
Perform the full range of supervisory duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment, capabilities of employee. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction and guidance to subordinates on compliance standards, work tasks and administrative matters. Interviews candidates and makes recommendations for selections, promotions or reassignments. Resolves complaints by employees, referring group or serious complaints not resolved to higher level supervisor. Effects minor disciplinary actions. Determine developmental or training needs of employees.

MINIMUM QUALIFICATIONS:

   Job Grade 12: Requires a California State Water Resources Control Board (SWRCB) Drinking Water Operator Certification Program (DWOCP) Water Treatment and Water Distribution Grade T3 or higher certification.
2. Must have at least four years of supervisory experience.
3. Valid state issued driver’s license and/or the ability to obtain a California driver’s license. Must be insurable on the Tribe’s insurance policy.
4. Proficient in computer applications and operations.
5. Must be able to communicate effectively in both written and verbal forms.
7. Ability to develop and implement training material.
8. Ability to understand and apply federal laws, regulations, policies, procedures, and program standards in the Program development and in accomplishing the goals of the program. Familiar with the applicable federal laws administered by EPA and USDA on Indian Reservations.
9. Must understand Yurok Tribe policies and procedures.
10. Must be knowledgeable of the Tribal Employment Rights Ordinance, Yurok Tribe administrative techniques and methodology.
11. Must be able to read and prepare budgets.

EDUCATION/EXPERIENCE:

Job Grade 11: Requires a California State Water Resources Control Board (SWRCB) Drinking Water Operator Certification Program (DWOCP) Water Treatment and Water Distribution Grade T2/D2; AND at least three years of operator experience working as a certified T2 operator for a T2 facility or higher in a supervisory role.
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Job Grade 12: Requires a California State Water Resources Control Board (SWRCB) Drinking Water Operator Certification Program (DWOCPP) Water Treatment and Water Distribution Grade T3 or higher certification; AND at least four years of operator experience working as a supervising shift or chief operator, while holding a valid T3 operator certificate for a T3 facility or higher.

For both Job Grades:
- If an applicant has a Bachelor of Science or Master of Science Degree, completion of a comprehensive operator training program may be substituted for the required experience.

- Experience gained as a certified wastewater treatment operator may be used to substitute up to 2 years of the additional experience requirement. Wastewater treatment operator experience is credited on a two-for-one basis (2 months in wastewater = 1 month in drinking water).

- One additional year of operator experience working as a certified treatment operator may be substituted with a relevant degree earned at an accredited academic institution as follows:
  a) Associate degree or Certificate in Water or Wastewater Technology that includes at least 15 units of physical, chemical, or biological science may be used to fulfill 1 year of additional operator experience.
  b) Bachelor’s degree in biology, chemical engineering, chemistry, civil engineering, environmental engineering, microbiology, public health, and sanitary engineering may be used to fulfill 1.5 years of additional operator experience.
  c) Master’s degree in biology, chemical engineering, chemistry, civil engineering, environmental, microbiology, public health, and sanitary engineering may be used to fulfill 2 years of additional operator experience.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. All applicants will acknowledge and follow all Yurok Tribe personnel and other policies and procedures.
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 to 100 pounds.
5. Possession of a valid CA state issued driver’s license and insurable under the Tribe’s insurance policy.
6. Must maintain a minimum current Level 2 Water Treatment AND Level 2 Water Distribution certifications throughout duration of employment.
7. Must be willing to work long hours at a moment’s notice to respond to Public Water Systems emergencies when other responsible staff are not available.
8. Must be willing and able to work in adverse weather conditions.
9. Must pass a comprehensive background check.
10. **LANGUAGE SKILLS:** Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. Must have the ability to effectively present information in one-on-one and small group situations to other government agencies, Yurok Tribe Council, customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

11. **REASONING ABILITY:** Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. Must have the ability to deal with problems, including variables affecting standardized situations.

12. **PHYSICAL DEMANDS:** Must be able to walk, stand and use extremities, including hands and fingers, for extended periods of time. Incumbent must be able to sit, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, smell, talk and hear. Must be able to safely enter and maneuver in confined spaces. Must be able to lift/carry weights of up to 50 - 100 pounds.

13. **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