YUROK TRIBE JOB DESCRIPTION
Public Water Systems Manager

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

Salary Range $67,516.80-88,088.00

POSITION SUMMARY:

Under the general direction of the Executive Director, the Public Water Systems Manager is responsible for general oversight, development, and implementation of the Tribe’s Six (6) 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 the 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 work 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 id 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.
11. Write, develop and type letters, budgets, proposals, brochures, reports, and other items as may be required.
12. Write proposals and grants to provide training opportunities to employees and improvements to infrastructure.
13. Will ensure that all program staff have current, required certifications for their positions.
14. Travel to attend meetings and/or training workshops.

SUPERVISORY RESPONSIBILITIES:
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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 work 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:

1. Requires a Water Treatment Level 2 and a Water Distribution Level 2 certification and five to seven years of experience in similar field or related area. This must include at least 3 years of supervisory experience.
2. 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.
3. Proficient in computer applications and operations.
4. Must be able to communicate effectively in both written and verbal forms.
5. Experience in public speaking
6. Ability to create and develop training material.
7. 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.
8. Must understand policies and the application to situations that may arise.
9. Must be knowledgeable of the Tribal Employment Rights Ordinance, Yurok Tribe administrative techniques and methodology.
10. Must be able to read and prepare budgets.
11. All applicants are subject to the Tribe’s Drug and Alcohol-Free Work Place Policy including pre-employment screening.

EDUCATION/EXPERIENCE:

Current Water Treatment Level 2 Certification AND Current Water Distribution Level 2 Certification, Associates Degree from accredited college or university AND 4 years of water system operation experience.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol-Free Work Place 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.
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4. When necessary, must be able to lift 25 to 50 pounds.
5. Possession of a valid CA state issued driver’s license and insurable under the Tribe’s insurance policy.
6. Must maintain 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 pass a comprehensive background check.
9. **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.
10. **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.
11. **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 occasionally 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 40 pounds.
12. **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