

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Utility Operator II

SALARY RANGE: \$18-\$20 DOE

DEPARTMENT: Tribal Utility Authority

POSITION STATUS: Full Time Non-Exempt

SUPERVISOR: Lead Utility Operator III

JOB POSTING ID: 61021-TUA

Accepting applications: 10/4 – 10/15

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

COVID 19 Vaccination Required-Reasonable accommodation considered

BASIC PURPOSE:

Under direct supervision of the Lead Utility Operator, the incumbent will be responsible to assist with the technical aspects of Water and Wastewater operations, installation, infrastructure, and maintaining compliance with Federal operating regulations.

TYPICAL FUNCTIONS:

- Assists with all aspects of sampling, monitoring, and testing required to maintain compliance with Federal regulations governing the wastewater treatment process and sludge management to control flow and processing of sewage.
- Assists with the installation, repair, and inspection of water or wastewater lines and services.
- Assists with monitoring control panels and adjusts valves and gates manually or by remote control to regulate flow and processing of sewage.
- Assist with observing variations in operating conditions and interprets meter and gauge readings and tests results to determine load or disinfection requirements.
- Assists in starting and stopping pumps and generators to control flow of water and raw sewage through filtering, settling, aeration, and sludge digestion processes.
- Responsible to maintain log of operations and records meter and gauge readings.
- Assists in collecting sewage or water sample, using dipper or bottle and conduct laboratory tests, using testing equipment, such as colorimeter.
- Responsible to conduct weekend checks of the treatment plant and water operations facilities on a rotating basis.
- Operates heavy equipment safely and in compliance with pipeline safety and OSHA requirements.
- Performs all aspect of a water distribution system in accordance with standards set by the Authority, material, and equipment requirements.
- Other duties as assigned.

REQUIRED COMPETENCIES:

- **Integrity / Honesty**
All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to equipment, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Customer Service / Client Orientation**
All Santo Domingo Pueblo employees must be able to develop a clear understanding of customers' needs and goals while maintaining clear communication with customer regarding meeting their expectations. Must follow through and respond to customers' requests and inform them of action taken in a courteous, professional manner.
- **Teamwork**
All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Goal and Task Management**
Incumbents in this position need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Decisiveness**
Incumbent in this position must be able to successfully determine and initiate a course of action. Requires the consideration of multiple options, information sources, and development of contingency plans.
- **Manage Resources**
Incumbents in this position have to appropriately allocate a variety of resources that may include, materials, money, facilities, and equipment. Requires the ability to assess needs and track progress.
- **Math skills.**
Incumbents must have the ability to apply data to formulas that determine treatment requirements, flow levels, and concentration levels.
- **Analytical skills**
Incumbent must conduct tests and inspections on water or wastewater and evaluate the results.
- **Detail oriented**
Incumbent must monitor machinery, gauges, dials, and controls to ensure everything is operating properly. Because tap water and wastewater are highly regulated by the U.S. Environmental Protection Agency, operators must be careful and thorough in completing these tasks.
- **Mechanical skills**
Incumbents must have knowledge of Water and Wastewater treatment plants and systems. They must possess the skills to work with machines, tools, and be familiar with how to operate, repair, and maintain equipment.
- **Effort and Initiative**
Incumbent must have the ability to gain the understanding when initiative can be taken into action and when approvals are necessary.

Physical Demands and Working Environment:

- Work is performed both in an office setting and in an outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; using hands and fingers to handle or feel objects, tools or controls; and lifting and carrying moderately heavy objects up to 100 pounds and/or utilizing a hand dolly to move up to 160 pounds.
- Incumbent frequently works near moving mechanical parts, occasionally works in high, precarious places, and can be exposed to electrical shock.
- Incumbent wears personal protection-protective footwear and equipment. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

MINIMUM QUALIFICATIONS:

- Must have obtained a High School Diploma or equivalent.
- Ability to perform maintenance on equipment
- Ability to read, write and understand written and oral instructions
- Must have the ability to review and understand lab requirements and computer equipment

- Must be able to lift a minimum of fifty (50-100) pounds on a regular basis and sustain prolonged walking and standing.
- Must be able to make visual and audio inspection of field equipment and facilities
- Extended working hours, including weekends, evenings, holidays, or “on call” may be required.
- Water or Wastewater Operator Certification Level II required and 4 years of experience in the Water and Wastewater industry.
- Must be familiar with all safety protocols required in conducting the duties above
- Must be able to successfully pass a background check
- Must have a valid New Mexico driver’s license with ability to meet Santo Domingo Pueblo’s liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **Utility Operator II – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- Online: [Careers - \(santodomingotribe.org\)](http://careers.santodomingotribe.org)
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume