



The Three Affiliated Tribes **Job Description**

Mandaree Water Treatment Plant Operator

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Water Treatment Plant Supervisor DEPARTMENT: Fort Berthold Rural Water SALARY: DOQ: \$DOQ CLASSIFICATION: Non-Exempt/ Essential	FLSA STATUS: <i>FT-Regular</i> LOCATION: Mandaree, ND OPENING DATE: CLOSING DATE:
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POSITION SUMMARY:

The incumbent will maintain skills & certifications necessary to operate a Class 2 Water Treatment Plant. Incumbents perform a variety of tasks, including training WTP employees for preparation of class 1 & 2 water treatment certification. Applicant will be listed as "Operator Responsible in Charge". When required, and under immediate supervision of the Water Treatment Supervisor, the Water Treatment Plant Operator will perform skilled maintenance, repair, and construction work on potable water distribution systems of the water utilities services division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Learn and perform with increasing independence the duties of Water Treatment Plant Operator.
2. Log and interpret readings from meters, gauges, charts, and instruments.
3. Control filter operations, including backwashing, interpretation of performance and control through flow, loss of head and turbidity data.
4. Inspect and adjust mechanical pumps and process equipment.
5. Obtain water samples and perform tests for chlorine, turbidity, taste, odor, pH, flocculation, solids determinations and other related quality tests to determine chemical feeds and facility performance.
6. Bring mechanical or process deficiencies to the attention of the Water Treatment Plant Supervisor.
7. Must be on-call for the Three Affiliated Tribes and its members, 24 hours a day, 7 days a week, unless arrangements have been made in advance for leave. Incumbent is required to work weekends and until repairs are complete
8. Perform field duties related to water systems; take water samples and inspect new construction connections.
9. Become familiar with the SCADA process control system for field operations
10. Repair and maintain water meters and related service lines; read meters
11. Read Water Distribution Maps.
12. Lay and fit pipelines; make water line taps; water/services, fire hydrants, valves, and other water appurtenances.
13. Operate and maintain reservoirs and water distribution lines.



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14. Inspect vehicles and equipment daily for issues and repairs.
15. Must maintain a valid North Dakota Driver's License and be eligible to be covered by FBRW vehicle and liability policies.
16. Interprets and applies organizational policies and procurement policies per MHA and FBRW.
17. Must be familiar with Human Resource procedures.
18. Follow all MHA and FBRW Policies and Procedures.
19. And other duties as assigned.
20. Adheres to MHA Policy & Procedures as well as department policies/guidelines...
21. **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

Does not exist.

COMPETENCIES:

- **Analytical**-the individual synthesizes complex or diverse information.
- **Problem solving**-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- **Verbal/written communication**-the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- **Delegation**-the individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegation activities.
- **Leadership**-the individual inspires and motivates others to perform well, accepts feedback from others.
- **Management skills**-the individual includes staff in planning, decision-making, facilitating and process improvement; makes self-available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- **Quality management**-the individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness.
- **Judgment**-the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- **Planning/Organizing**-the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- **Safety and Security** -the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation policy and procedures of personnel administration
- Knowledge of sound techniques in all aspects of personnel management
- Knowledge of the organizations and operations of administrative programs.



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- Ability to develop long-term plans and programs and to evaluate work accomplishments.
- Ability to apply and adapt practices and techniques to the special requirements of senior management.
- Ability to establish and maintain effective relationships with other management staff, employees, and the public.
- Ability to present facts and recommendations effectively in oral and written form.
- Ability to learn and comprehend mechanical maintenance programs and operational procedures.
- Ability to learn job-related material through oral instruction, structured lectures, reading and observation in an on-the-job setting.
- Ability to observe or monitor machinery and equipment to determine compliance with prescribed operating or safety standards.
- Ability to read, comprehend, and interpret written material such as operation and maintenance manuals, equipment manuals and Material Safety Data Sheets (MSDS).

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED **REQUIRED**
- Valid Driver's License **REQUIRED**.
- Must notify Supervisor immediately if driver's license is suspended, revoked, cancelled or have been disqualified from holding a license.

SUPERVISION RECEIVED:

Incumbent is under the direct supervision of the WTP Supervisor.

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.
- Must be able to work in different weather conditions with exposure to the elements.
- Work rotating shifts, including holidays and weekends



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Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____