

Santa Ana Pueblo

Position Classification and Description



POSITION TITLE: Lead Utility Operator
CLASSIFICATION: Nonexempt
DEPARTMENT: Utilities
SUPERVISOR: Utilities Supervisor
GRADE: NE 9

Position Summary:

Under general supervision of the Utilities Supervisor performs all skilled functions required to maintain the operations and maintenance of the Tribe's water and wastewater equipment and systems in accordance with established rules and regulations. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Analyzes conditions of the water and wastewater systems to ensure compliance with established rules and regulations.
- Oversees and evaluates work assigned to Utility Operators
- Performs labor necessary for daily operations of all Tribal Utility assets
- Assists in planning, scheduling, and performing maintenance and repair on a wide variety of specialized mechanical equipment
- Assist with review and provides design input on Capital Improvement Projects
- Updates and analyses water and wastewater reports, records, logs and graphs to confirm adequacy of present and projected water and wastewater treatment needs.
- Performs specialized utilities related maintenance functions necessary to ensure efficient operation on all local water delivery, water quality and wastewater collection operations.
- Confers with administrative and technical utility employees and contractors/consultants to ensure effective delivery of water to users and proper disposal of wastewater and sludge.
- Insures adequate inventory of water and wastewater treatment chemicals necessary for operations and regulatory compliance
- Forecast equipment and material needs for daily operations
- Assists with annual needs based sanitary deficiency scoring for Indian Health Service funding
- Performs and oversees maintenance and grounds keeping of water and wastewater facilities.
- Conducts water/wastewater facility tours for field trips as needed.
- Attends job related classes and seminars and advanced on the job training.
- Contributes to a team effort and accomplishes related results as required.
- Access/analyze equipment failures to determine cause and prevent future occurrences
- Promote a safe work culture through instruction and practice
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED plus three years work experience in utility maintenance and operation is required; or equivalent combination of education and experience. Level IV Certification in Water and/or Wastewater Operations is required. Must possess and maintain a valid New Mexico driver's license.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of federal, state, and local testing requirements as well as the ability to collect water and wastewater samples
- Knowledge of general safety rules, requirements, procedures and accident reporting
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge in basic management practices as well as the ability to lead co-workers
- Knowledge in conventional wastewater treatment and groundwater well operations.
- Knowledge of wastewater collections and water distribution maintenance and repair
- Basic Skill in operating various word-processing, spreadsheet and database software programs in a Windows environment.
- Skill in using heavy equipment for the collections and distribution lead.
- Ability to analyze SCADA data.
- Ability to work extended hours and flexible schedules.
- Ability to exercise independent judgment.
- Ability to interact with construction contractors, engineers, inspectors, regulatory officials and various governmental agencies
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict timelines
- Ability to communicate efficiently and effectively both verbally and in writing.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit, stand, walk, lift, carry, push, pull, kneel, crouch or crawl. Employee needs the ability to see and respond to dangerous situations. Employee may be required to enter confined spaces. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is generally performed in an office or outdoor setting with exposure to dirt, dust, fumes and loud noises. Outdoor work is performed in all weather conditions. Standing and walking may be on uneven surfaces or unstable ground. Working in sensitive and/or hazardous areas is common. Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur. Evening, weekend, and/or holiday work will be required. Incumbent is required to be on call 24 hours during periods of water utility emergency operations.

Contact Information:

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