

Human Resources Department

Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Distribution Lead Operator

SALARY RANGE: \$19.00-\$25.00 DOE

DEPARTMENT: Tribal Utility Authority

POSITION STATUS: Full Time, Non-Exempt

SUPERVISOR: TUA Manager

JOB POSTING ID: TUA-09323

Accepting applications: 3.9.23-3.24.23

Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, national origin, sexual orientation, marital status, service in the military or any other status protected by applicable law, except where required by bona fide business necessity.

BASIC PURPOSE:

Under the direct supervision of the Utility Manager, the incumbent will inspect, operate, maintains services, and performs operational repairs to water and wastewater facilities and equipment used in the storage, treatment, and distribution of potable and reclaimed water. Responds to water leaks and emergency repair situations.

TYPICAL FUNCTIONS:

- Performs technical duties in the treatment and operation of systems through monitoring, inspecting, and maintaining the potable and reclaimed water production, storage, pumping equipment and distribution systems, including reading meters, pressures, chlorine residuals, basic total dissolved liquids (TDS) and nitrate levels and samples.
- Interprets, and determine problems in the system, from information on gauges, meters, charts, and graphs; operates pumps, valves, and related equipment; regulates flow and pressure to assure good quality and positive pressure to the system.
- Performs operational adjustments to the distribution system to ensure compliance with quality and regulatory requirements, including but not limited to, flushing trouble areas, and pulling samples for lab and determining a plan to correct water quality problems; calculates chemical treatment and blends at wells and makes daily systems changes to plants, wells, and storage sites.
- Performs preventive maintenance program tasks on pumps, valves, engines, motors and related production, storage and distribution system equipment and facilities; organizes pump testing using various head and flow instruments.
- Collects and analyzes water samples from various locations within the distribution system to monitor and maintain water quality daily.
- Inspects production, treatment, storage, and distribution facilities for maintenance and cleaning needs, including but not limited to climbing on top of tall steel tanks, climbing down into reservoirs, vaults, and other confined spaces, working in large reservoirs, and climbing on ladders to service pumps and other equipment following tribal and state safety standards; maintains building and grounds in a clean and orderly manner.
- Responds to and confirms the existence of water main breaks, leaks, hydrants, etc.; contains and repairs minor leaks in accordance with tribal and state safety guidelines; isolates main breaks by operating distribution system valves; makes emergency shutdowns; notifies community of shutdowns; establishes alternate routes and system operations to meet emergency demands.
- Loading and unloading equipment from vehicles used to transport it. Inspecting equipment before and after use to ensure it is in good working order. Driving or controlling heavy equipment to complete tasks at the construction site. Monitoring performance and adjusting settings as required to perform tasks correctly. Tracking scheduled

maintenance of equipment and notifying their supervisor if maintenance is past due. Filling out performance records to report problems with equipment and track where and when it was used. Cleaning equipment after use and disposing of any collected scraps or waste. Completing minor repair as needed.

- Manage a team of workers, including work schedules, project progress and resource allocation. Create cost estimates for labor, supplies, materials, and other project costs. Collaborate with clients, Project Managers, other construction management to determine budget and timeline. Coordinate materials and equipment delivery with vendors and suppliers. Create schedules for workers and subcontractors. Hire additional subcontractors and assign work accordingly. Maintain a daily log for the job site's operations, reporting to management, as necessary. Make changes in the operation as necessary to best meet construction deadlines. Implement management techniques that are cost-effective and efficient.
- 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 must 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.

Knowledge of:

- Principals, methods and techniques for operating pumps, valves, electric motors, computerized and manual control systems.
- Functions and servicing requirements of the equipment used in a water distribution system.
- Principles, methods, practices, and techniques utilized in chemical, bacteriological and biological analyses.

- Operational characteristics of water distribution systems.
- Mathematical concepts.
- Federal, state, and tribal drinking water laws and regulations.
- Principles and practices of record keeping.

Physical Demands and Working Environment:

- Work is performed 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, and evenings.

MINIMUM QUALIFICATIONS:

- Must have a High School Diploma or equivalent.
- Water Systems Certification Level III or Wastewater Systems Level III or Distribution Systems III issued by the State of New Mexico required, 3 years of progressively responsible experience operating and maintaining pumps and valves like those used in large water distribution system.
- Utility construction experience preferred.
- Must be 21 years of age.
- Must be able to satisfactorily pass a background check.
- Valid New Mexico driver’s license with ability to meet Santo Domingo Pueblo’s liability insurance requirements and maintain eligibility for insurance.
- Covid-19 vaccination is required. Reasonable accommodations are considered.

HOW TO APPLY

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

Please submit complete application packet at:

- Online: santodomingopueblo.isolvedhire.com/jobs
- By email: HR@kewa-nsn.us
- Subject line: **Distribution Lead Operator**
- By mail: Santo Domingo Pueblo Human Resources
PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416
- Online: <https://santodomingotribe.org/careers/>
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052