

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Distribution Operator II

SALARY RANGE: \$19.00-\$22.00 DOE

DEPARTMENT: Tribal Utility Authority

POSITION STATUS: Full Time, Non-Exempt

SUPERVISOR: Distribution Lead Operator

JOB POSTING ID: TUA-2339

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 direct supervision of the Distribution Lead Operator, this position performs working level skilled plumbing and pipe fitting duties related to the installation, maintenance, and repair of the Pueblo's Water Distribution systems, Work is performed with minimal supervision and will be subject to review through reports and results achieved.

TYPICAL FUNCTIONS:

- Performs 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.
- Responsible to analyze SCADA data.
- Responsible to exercise good independent judgement and interact professionally with various construction contractors.
- Responsible to prepare GANTT charting schedules, construction estimating, and supplier processes.
- Responsible to lead crew with the installation, repair, and inspection of water or wastewater lines and services.
- Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow and processing of sewage.
- Observes variations in operating conditions and interprets meter and gauge readings and tests results to determine load or disinfection requirements.
- Responsible to start and stop 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, records, meter, and gauge readings.
- Collects sewage or water sample, using dipper or bottle and conduct laboratory tests, using testing equipment, such as colorimeter.
- Responsible to conduct the weekend checks of the treatment plant and water operations facilities on a rotating basis.

- Operates and performs maintenance on heavy equipment safely in accordance with pipeline safety and OSHA requirements.
- Performs all aspects 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 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.

MINIMUM QUALIFICATIONS:

- Must have a High School Diploma or equivalent.
- Water Supply Certification Level II or Wastewater Systems Level II or Distribution Systems II issued by the State of New Mexico required and/or willing to obtain certification within 1yr of employment. 2 years of experience in the Water and Wastewater industry.
- 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 Operator II**
- 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