



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PH. # 505.766.6623 FAX # 505.869.2812  
E-Mail Address: poi70104@isletapueblo.com**

**JOB ANNOUNCEMENT**

**POSTING DATE: 12/11/09  
POSTING DATE ENDING: Until Filled  
(POSTED IN AND OUT)**

**TITLE: WATER/WASTEWATER DIVISION OPERATOR III & IV**

**LOCATION: PUBLIC WORKS DEPARTMENT**

**NO. OF POSITIONS: 2**

**POSITION: #37404 & 37406      POSTING #: 076 & 077**

**STATUS: NON-EXEMPT**

**GRADE: P1                      SALARY: \$15.41-23.29/hr**

**DESCRIPTION OF WORK**

**General Statement of Duties:**

Under the general direction of the Water/Wastewater Supervisor, the Water/Wastewater Division Operators III/IV performs a variety of highly-technical duties necessary to ensure the maintenance of required water and wastewater standards. Performs inspections of backflow, cross connections, chemical treatment pumps and devices, and other water and sewer improvement to ensure compliance with tribal, state, and regional requirements under the general supervision of the Supervisor. Maintains a large array of wastewater treatment types, including lagoons and septic systems.

**Supervision Exercised: None.**

**DUTIES AND RESPONSIBILITIES:**

1. Assists in maintaining and operating equipment and performing the w/ww duties of the division.
2. Evaluates operations and activities; recommend improvements and modifications, prepare various reports on operation activities.
3. Performs a of variety of chemical, bacteriological, and physical tests or procedures to ensure water and wastewater quality standards are maintain per all applicable government guidelines and standards.
4. Uses water/wastewater collection equipment and tools under the direction of the Supervisor.
5. Participates in the full range of water/ waste water treatment operation, maintenance, and repair duties including performance of the most complex duties assigned to the Public Works/WW Department.
6. Assists to install, maintain, and inspect water and sewer line installation for tribal and enterprise backflow and chemical treatment.

7. Installs and repairs water and sewer utility lines.
8. Provides technical assistance/oversight to Level I/II Water/Wastewater Operators as requested or assigned.
9. Participates in the coordination of staff training.
10. Maintains time, material, and equipment use records, requisition supplies, and materials.
11. Prepares wastewater discharge reports and other monitoring requirements set forth by regulatory agencies
12. Occasionally operates heavy equipment and basic hand tools.
13. Recommends ordering of supplies, equipment, materials, etc. and keep inventory of items issued to them.
14. Drives tribal vehicles to work sites; may travel in and out of state as required.
15. Completes other duties as assigned.

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

High School diploma required. An AA degree in utility management, water/wastewater operations, or similar technical fields preferred, and at least five or more years experience in water/wastewater operation and analysis. A Level III or IV water & sanitary sewer certificate by the NM Water Quality control Commission required.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Knowledge of approved methods, materials, and equipment used in a full range of water and wastewater treatment operations, maintenance and repair activities of water/wastewater testing and analysis.
2. Knowledge of proper and required methods and materials used for water and sewage treatment installations and conveyances.
3. Ability to read and understand verbal or written directions.
4. Ability to perform water and wastewater tests and analysis required by Tribal, State and Regional Standards.
5. Ability to prepare written and oral reports.
6. Knowledge of methods and precautions in storing and handling a variety of chemicals.
7. Ability to operate lab analysis, chemical treatment metering equipment and personal computers.
8. Ability to use a variety of chemical, bacteriological, and physical tests or procedures to ensure water and wastewater quality.
9. Ability to drive heavy equipment such as backhoes, front end loaders, trenchers, etc. and uses various power driven tools.
10. Knowledge of functions and purposes of wastewater treatments systems, Principles of personnel supervision, training and evaluation.
11. Basic knowledge of occupational safety practices.
12. Ability to operate and maintain SBR wastewater treatment plant equipment.
13. Ability to work after hours, weekends and answer emergency calls.
14. Possession of a valid New Mexico State driver's Valid New Mexico Driver license with the ability to meet POI liability insurance requirements and maintain eligibility in order to drive tribal vehicles.
15. Ability to pass a drug and a background checks.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

The majority of work is performed in an outdoor setting with exposure to inclement weather conditions and adverse conditions such as fumes, dust, dirt, insects, etc. Also includes exposure to water, chemicals, hazardous materials, and noise, heavy lifting/moving, standing, and climbing. May be required to work at high locations and in confined spaces. Drive tribal vehicles in all weather conditions and terrains.

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BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022