



Position Title: Certified Water Operator
Scheduled Hours: Monday - Friday 8:00am - 4:30pm (hours may vary depending on need, including weekends)
Reports To: Executive Committee
Wage Scale: \$22.50hr - \$30.00hr

Overview:

The position assists with providing clean and potable drinking water to the citizens of Iowa Tribe of Kansas and Nebraska, and assists with the maintenance of the water distribution system. Must be cross trained as meter reader. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the Tribe.

Required Skills and Qualifications:

Essential Job Functions

Essential job functions listed with or without reasonable accommodation must be performed by this job title.

- Performs duties of Water Operator I and Water Operator II when needed
- Maintains safe drinking water for the citizens of Iowa Tribe of Kansas and Nebraska;
- Maintains and operates city water towers and wells;
- Changes chlorine bottles;
- Collects water samples for testing;
- Inspects and maintains chlorine equipment;
- Checks and records daily pump readings;
- Has knowledge of local codes and ordinances and maintains water logs;
- Assists with renewing and installing and maintenance of city water service and water main lines;
- Repairs water main breaks and checks for water leaks;
- Operates department equipment and vehicles;
- Installs and repairs valves and fire hydrants;
- Cleans and disinfects water mains and services – understands the process of cathodic protection;
- Maintains chlorine readings and levels at the swimming pool;
- Locate Water lines and services;
- Reads and calibrates meters;
- Has knowledge of federal, state, and local regulations pertaining to water systems;
- Has knowledge of primary and secondary drinking water standards;
- Has knowledge of engineering drawings and maps;
- Has knowledge of emergency plans;
- Has skills to order necessary parts;



- Follows department policies and procedures;
- Follows safety procedures and practices.
- Other duties as assigned.

MARGINAL FUNCTIONS

- Inspects water service lines and backflow devices;
- Assists other departments;
- Performs other duties as deemed necessary
- Performs basic plumbing;
- Cross-trained in wastewater

Qualifications/Required Knowledge, Skills, and Abilities

Experience: At least three years of water treatment operation or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. A certified transcript will be accepted in lieu of a diploma. Minimum of a Class III Water Certificate is required. A valid Kansas Driver's License is required (or obtain within 30 days of employment). Must obtain necessary training as required by state standards to maintain certification.

Technical Skills: Thorough knowledge of mechanics, equipment maintenance, and a working knowledge of computers and mathematics is required. Must operate trucks, pumps, motors, hand tools, and other department equipment. Must understand and anticipate problems, follow department policies, and interpret written instructions, schematics, and manuals. Should possess a strong mechanical aptitude, and effective public relation, supervisory, and organizational skills, and oral and written communication skills in English. Must be able to read blueprints and maps. Must maintain absolute confidentiality of information, data and records obtained through or because of employment with the Iowa Tribe of Kansas and Nebraska.

Problem Solving: Occasional independent problem solving. Encounters problems with equipment malfunctions, and water leaks.

Decision Making: Occasional independent decision making. Makes decisions about locating leaks, performing necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: Works under the direction of Executive Committee. Has limited supervisory responsibilities.

Working Conditions: Adverse working conditions exist. Exposure to hazardous chemicals, work in confined areas, heavy machinery, excessive noise, and adverse weather. Works holidays, weekends, and



nights, if required, subject to call-backs/call-ins.

Physical Requirements: Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, controls, or tools; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to taste or smell. Must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must safely operate vehicle.

Benefits and How to Apply:

- Health, dental, vision, short term disability, life Insurance, and employee assistance program provided
- 401 K with up to 3% match, paid holidays, biweekly pay schedule
- ***To apply: Visit <https://iowatribeofkansasandnebraska.com> for applications. Completed applications and resumes can be mailed to 3345 B Thrasher Rd White Cloud KS 66094 or e-mailed to rpankau@iowas.org . Native American Preference is given (BIA Form 4432). For more information regarding this position, please call 785- 595-3258.***