

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Utilities Operator

**Report To:** Utilities Supervisor

**Department:** Utilities

**Job Vacancy:** YAN-23-071

**Status:** Full-Time; Non-Exempt

**Starting Wage:** DOE

**Opening Date:** 8/21/2023

**Closing Date:** 9/1/2023

### **POSITION DESCRIPTION:**

The Utilities Operator performs a variety of support work in the operation, repair, and maintenance of the Yavapai-Apache Nation water and/or wastewater facilities. Typical assignments include operation, inspection, adjustment, installation, repair and maintenance of infrastructure and equipment. The Operator has legal responsibilities in regards to complying with the Safe Drinking Water Act and the Clean Water Act. This position understands public trust and models the highest standard of personal and professional integrity. An employee successful in this position performs duties with minimal supervision and at times, high levels of independence. Job functions require the ability to think independently, use discretion and good judgment, apply scientific principles to problems and be able to follow and carry out verbal and written instruction. Work is reviewed through inspection of logbooks, operating reports and record keeping, water quality tests and onsite inspections for completion of assigned tasks.

### **QUALIFICATIONS:**

- High School Diploma or GED.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Operates, maintains, and repairs equipment essential to operations such as generators, pumps, treatment systems, clarifiers, blowers, disinfection equipment, valves, pipes and storage and distribution systems, pumping systems and solids processing equipment.
- Collects and preserves samples following established procedures and performs routine laboratory analysis and process control tests on water, wastewater, effluent and bio-solids.
- Performs documentation and maintains accurate records and tabulations using various means such as a computer or daily log book.
- Monitors, troubleshoots and diagnoses equipment for proper operation or malfunction.
- Maintains effective working relationships with plant staff, outside vendors, regulatory agencies and other departments or organizations as needed.
- Performs routine maintenance on plant equipment, using and operates a variety of hand and power tools.
- Operates equipment including vehicles as needed to perform repairs, maintenance or servicing of infrastructure and related appurtenances.

- Keeps buildings, grounds, trucks and work areas clean and orderly, including yard.
- Ability to work safely without supervision
- Takes readings and performs meticulous documentation as required by Safe Drinking Water Act/Clean Water Act.
- Performs related duties as assigned.
- Maintain individual Operator Certification renewals and continuing educational training requirements (30 PDH's every three (3) years)

### **Physical Requirements**

The employee must be able to work in all types of climates, both indoors and outdoors. Work may be performed in adverse weather and environmental conditions. This job includes working and around raw sewage, in small and often awkward positions. The employee must be able to traverse uneven terrain. Work may be performed from ladders or scaffolding. Work environment may have varying noise levels, and possibly hazardous atmospheres. Phone contact with vendors or the public may be required on a regular basis. Employee is subject to shift work, may work alone and will be subject to perform on-call duties (24 hours a day, 7 days a week).

Physical demands include, but are not limited to standing, crouching, climbing stairs and ladders, reading twisting, repetitive motion and lifting. The employee must have sufficient endurance to sit, walk, and stand for extended periods as well as lift, carry and move 50lbs. Employees may be required to use a respirator and/or Self Contained Breathing Apparatus.

The duties listed above are intended only as illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**How to apply: Please submit your resume and application to:  
Yavapai-Apache Nation / Human Resources  
2400 W. Datsi / Camp Verde, AZ 86322  
P: 928-567-1062 / Fax: 928-567-1064  
[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**