



## **HOH INDIAN TRIBE**

P.O. Box 2196 • FORKS, WASHINGTON 98331  
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# Position Description

<b>Job Title</b>	Maintenance Worker / Water Distribution Specialist
<b>Department</b>	Operations and Maintenance
<b>Reports To</b>	Operations and Maintenance Supervisor
<b>Status</b>	Permanent / Full Time
<b>Salary Range</b>	\$15.00 P/HR
<b>Location</b>	Hoh Tribe Reservation and Additional properties

### **Summary**

It is the responsibility of the Maintenance Worker / Water Distribution Specialist (WDS) to provide the consumers of the water system safe drinking water. The WDS will be responsible for the overall maintenance of the entire water system(s). This position also performs manual work in the general maintenance and repair of grounds, facilities, and equipment for the Hoh Indian Tribe.

**Duties and Responsibilities** The duties of this position include, but are not limited to:

#### **Maintenance**

- Provide custodial services to the Hoh Tribe including cleaning all Tribal government offices and the restrooms in all buildings and other areas as designated.
- Custodial work includes, but is not limited to: sweep, scrub and polish floors, wash windows and walls, clean, scrub, dust and sanitize plumbing fixtures and mirrors, vacuum rugs and upholstered furniture, dispose of all trash and rubbish, dust furniture, file cabinets and bookcases, refill paper dispensers and soap holders.
- Perform grounds maintenance on all Tribal properties and minor building maintenance and repair on the Tribal office buildings and other associated buildings.
- Assist in moving, arranging, and adjusting furniture and equipment for staff offices and for special events in any meeting rooms.
- Reservation improvement, Perform minor maintenance, repair and painting as assigned by supervisor.
- Assist in supervising and training Summer Youth employees to work in facilities and grounds maintenance.
- Routine service, coordination of repairs, ensuring interior and exterior appearance and cleanliness of vehicles, scheduling routine detailing.

- Shovel snow and de-ice parking lots, entryways, etc. for employee safety before, during and after inclement weather and before normal work start times as needed. Assist with storm clean-up including removal of branches, repairing ditches, etc.
- Other duties as assigned.

### **Water Distribution**

- Service and maintain all components involved in the production and source of water to include Pump and pump control valve maintenance, Control panels, Feeder lines and components, Leak detection and controls.
- Operate and maintain treatment plant and all of its components: Chemical feeding and maintenance of respective units, Filters (maintenance and backwash), Sampling (chlorine, iron, pH, hardness, etc.) and reporting of same to primacy agency.
- Maintain all phases of distribution of water. Pumps and pump control, Service connection and cut offs, Meter reading and maintenance, Tank inspection and maintenance, Record keeping.
- Inspection of well, pump motors, valves, tank and electric panels. Daily reading and recording of master meter. Periodic testing (as required by health department) for chlorine. Daily check of pump packing and lubrication. Maintaining all exposed piping, motors, and pumps in good condition (scraping and painting when necessary). Periodic check of tank water level controls. Periodic check of well levels and pump capacity. Yearly breakdown and/or inspection of storage, mixing and holding tanks. Chemical feed or metering pumps should be maintained and kept clean on a daily basis. Hose or piping from pumps should be replaced as needed. Daily testing and recording of results as required by health department.
- Maintenance of gate valves, flush valves and fire hydrants: periodic opening and closing to maintain operation of same. Regular periodic flushing of system as needed. An ongoing system of leak prevention and repair. Make taps and install meters and services.

### **Skills and Specifications**

- Understand and follow oral and written instructions in the English language. Read, comprehend, and interpret written material in the English language.
- Work under pressure (i.e., handling significant problems and tasks which come up simultaneously and/or unexpectedly and approaching deadlines). Comprehend and analyze spreadsheet reports.
- Working irregular hours, shifts, weekends, holidays and evenings will be required. Work safely without presenting a direct threat to self or others.
- Must adhere to the personnel policies and drug and alcohol polices. Must submit to and clear a pre-employment alcohol and drug test, and criminal background check
- Knowledge of basic maintenance skills of landscaping, plumbing, carpentry, and electrical work.
- Physical strength and ability to climb ladders, work in confined spaces, lift and carry over 50 lbs. repeatedly.

### **Education and Qualifications**

- Must be certified as a Water Works Operator with the Bureau of Indian Affairs, or able to obtain certification with-in one (1) year
- Two years of experience in the operation of a small public water system including experience with multiple pressure zones, pumping stations, water storage reservoirs, transmission mains, well operation, elevated water tanks, metering stations, remote chlorination equipment, large diameter control valves, and personal computers.
- Other combinations of experience and education that meet the minimum requirements may be substituted.

- Must obtain or have a Valid Washington State Driver's License
- High School Diploma or G.E.D. required.
- Water Distribution Specialist certification in good standing, with the Washington State Department of Health.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply