



HOH INDIAN TRIBE

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Position Description

Job Title	Water Distribution Specialist
Department	Operations and Maintenance
Reports To	Executive Director
Status	Permanent / Part Time
Salary Range	DOE
Location	Hoh Tribe Reservation and Additional properties

Summary

It is the responsibility of the Water Distribution Specialist (WDS) to provide the consumers of the water system with 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 maintenance needed for the WDS by repairing grounds, facilities, and equipment for the Hoh Indian Tribe.

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

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 the 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 the master meter. Periodic testing (as required by the 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 daily. Hose or piping from pumps should be replaced as needed. Daily testing and recording of results as required by the health department.

- Maintenance of gate valves, flush valves, and fire hydrants: periodic opening and closing to maintain their operation of the same. Regular periodic flushing of the 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 policies. Must submit to and clear a pre-employment alcohol and drug test, and a 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 within 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.

Physical Requirements:

Ability to regularly sit for long periods of time. Requires repetitive motion of hands, wrists and fingers for frequent operation of computer, key boards and other office equipment such as phone, copier, stapler, calculator, etc. Ability to stand, kneel, bend and reach intermittently. Ability to communicate verbally and in writing. Ability to lift up to 25 pounds routinely and lift up to 45 pounds occasionally. High level of tolerance for loud noises and working in a chaotic environment. Ability to exercise extreme patience when working with children and parents.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, 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 must submit complete applications to be considered for employment. All applicants are subject to employment drug and alcohol testing and a criminal background check. Some positions are subject to a review of the driver's license abstract.