



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

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Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez, Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Russell "Butch" Murphy
Michael A. Vasquez, Jr.

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robvn Delfino

JOB DESCRIPTION

POSITION: Water Operator I
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Water Department
SUPERVISOR: Director, Pechanga Water Systems
POSITION CATEGORY: A
RATE OF PAY: DOE - commensurate with market

SUMMARY:

The Water Operator I performs inspections, services and operational repairs on all Tribal water facilities and equipment used in the storage, treatment and distribution of potable water; and performs related duties as assigned. Performs all work in accordance with established safety procedures, and proceeds under general supervision of the Water Operations Supervisor and Director, following instructions and providing assistance when required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates the treatment and distribution systems through monitoring, inspecting and maintaining the potable water production, storage, pumping equipment and distribution systems.
- Interpret gauges, meters, charts and graphs and operates pumps, valves and related equipment to regulate flows and pressures.
- Monitors water quality and performs adjustments to the distribution system to ensure compliance with quality and regulatory requirements.
- Performs preventative maintenance program tasks on pumps valves, motors and related production, storage and distribution system equipment and facilities; flushes the system and exercises valves.
- Collects water samples from various locations within the distribution system to monitor and maintain water quality.
- Receives chemical shipments, participates in the unloading process and records inventory, and inspects shipments received for standards compliance.
- Inspects production, treatment, storage and distribution facilities for maintenance needs, including but not limited to climbing on ladders to service pumps and other equipment following Water Department safety standards.
- Responds to and confirms the existence of water main breaks, places safety signs and traffic control barricades, isolates main breaks by operating distribution system valves; makes emergency shutdowns, responds to emergency situations as necessary, establishes alternate routes and system characteristics to meet emergency demands, sets up temporary water where needed.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseño Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

- Operates Water Department vehicle to travel to various department facilities.
- Plans and lay out jobs from blueprints, drawings, sketches, or verbal instructions, maintain records in the form of blueprints, plans, and specifications for industrial and waterworks equipment and machinery
- Operate forklifts, trenchers, soil compactors, and handheld power tools necessary for water system repair.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School diploma or GED required.
- State of California Water Distribution Operator Certificate, DI or ability to obtain within 18 months required.
- One (1) year experience in water system or related fields preferred.
- Clean DMV.
- Valid driver's license with proof of insurance required.
- Ability to lift 50 pounds.
- American National Standards Institute operator training for forklifts or ability to obtain within 18 months.
- Ability to communicate effectively, both written and verbal.
- Ability to work with minimal supervision and as part of a team.
- Ability to perform all responsibilities of the position.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to deal courteously and effectively with the public.
- Excellent customer service skills.
- Effective problem solving abilities.
- Ability to work well under pressure.
- Ability to establish and maintain effective working relationships with co-workers, other departments and the public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to climb or balance;

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stoop, kneel, crouch or crawl. Job duties require climbing on top of tall steel tanks and climbing down into vaults and other confined spaces.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is often exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while inside, or moderately noisy when outdoors.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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