

Kickapoo Tribe In Kansas Position Description
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Title: Water Plant Operator II / Maintenance

Position: Full time / Non-exempt

Location: Water Plant

Supervisor: Water Plant Director Lead Operator

This position is responsible for the operation and maintenance of water pumping, treatment and purification equipment in the production of potable water.

Duties and Responsibilities:

- Responsible for assuring a safe, adequate and potable water supply for the consumption of the Kickapoo community and enterprises.
- Responsible for technical supervision of subordinates on all operational and maintenance problems pertaining to water production.
- Plans, assigns, schedules and supervises the work of all operating personnel and the operation of the water pumping system.
- Inspects operation of pumps, treatment, purification plans for conformation with standard operational procedures and standards.
- Reviews proposed plans and specifications for expansion, modification and repair of water treatment equipment and facilities.
- Conducts routine checks on water plant equipment and operates equipment necessary for water production.
- Sets up and completes testing such as hardness, pH, chlorine, iron and others as may be required, and maintains related records and charts. Takes and sends water quality samples for testing as required by the regulatory agencies.
- Maintain operational and consumption records and charts as required.
- Prepares monthly and annual reports of personnel and water production activities for submission to supervisors as required.
- Orders all supplies as needed for water production.
- Responds to emergency calls regarding system failures.
- Investigates the use of new materials and new methods of operations.
- Assist in developing budget estimates for water production.
- Attend annual scheduled KWR training and EPA training.
- Plant maintenance and tower maintenance, i.e.; mowing, tree removal, etc.

Qualifications:

- High School Diploma or equivalent. Class II Water Operator Certification through EPA Region VII, with at least one year on the job experience.
- Extensive supervisory experience in the operation of a water treatment plant.

- Preferably supplemented by trade, technical or college level courses in chemistry, mechanical, electrical or hydraulic theory as it applies to maintenance and operation of complex pumping and piping systems.
- Any other equivalent combination of formal training and experience that will give the required abilities and experience.
- Valid Kansas Driver's License and be insurable with the tribal insurance company.
- Pass an entry and yearly physical examination.
- Must maintain a telephone and be available for emergency call-in while employed.

Privacy Act:

The **Water Plant Operator II / Maintenance Worker** must comply with all requirements and provisions of subpart D., of 43 CFR, Part 2 which implements the Privacy Act (5USC 552a) (i)(1).

Drug Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe In Kansas.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1943 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Job Description: Water Plant Operator II / Maintenance

Employee signature

Date