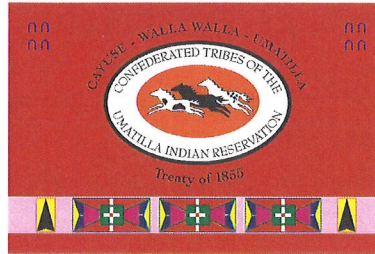


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



REVISED

*Note Closing date & # of positions

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Utility Operator I **(2 positions)**

SALARY: Pay Range 7
\$41,200.44-\$63,974.16 annual DOE/DOQ

DEPARTMENT: Public Works-Utilities Program

LOCATION: Position located at Nixyáawii Governance Center, Mission, Oregon,
Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Safety Sensitive
Background check required
Non-Exempt

SUPERVISED BY: Utilities Manager

OPENING DATE: April 17, 2024

CLOSING DATE: **May 17, 2024**

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Operator I position is considered a sensitive position with the Confederated Tribes of the Umatilla Indian Reservation. Applicants will be required to authorize a legal background check. The individual is responsible for

helping maintain the Tribal community water system and waste water collection system and remove harmful pollutants from domestic and industrial liquid waste so that it is safe to return to the environment. The individual will work closely with the Public Works Utilities Manager.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. The Operator I position will be assisting with the operation and maintenance of the CTUIR community water/sewer/storm system.
2. The Operator may be required to operate heavy equipment including Kubota tractor, fork lift, dump truck, backhoe, trencher, compactor, etc.
3. Individual will assist with the proper treatment of water systems.
4. Assist the Operator in the operation of chemical-feeding devices, perform chemical and biological laboratory analyses, and adjust the amounts of chemicals, such as chlorine and in the collections and submission of samples.
5. Individual will be required to gain knowledge of reading of customer meters and the billing system for customer services.
6. The Operator I will be required to gain knowledge of reading of customer meters and the billing system for customer services.
7. The Operator I will assist in the control of pumps, valves, and other equipment that moves the water or liquid waste through the various treatment processes, after which they dispose of the removed waste materials.
8. The Operator I assist in reading, interpreting, and just meters and gauges to make sure that plant equipment and processes are working properly.
9. The Operator I will assist in use of variety of instruments to sample and measure water quality and common hand and power tools to make repairs and also make minor repairs to valves, pumps and other related equipment.
10. The Operator I will be required to help monitor equipment on the computer system, store the results of sampling, make process-control decisions, schedule and record maintenance activities, and produce reports. When equipment malfunctions, operators also may use computer to determine the cause of malfunction and seeks solutions.
11. The Operator I positions will be required to complete a one (1) year certificate program in water distribution, water quality and liquid waste lagoon treatment/collection technology.
12. The Operator I may be required to work during emergencies, the operator will be trained to make an emergency management response and use special safety equipment and procedures to protect public health and the facilities. During these periods, operators may work under extreme pressure to correct problems as quickly as possible.
13. This position will be on-call during emergency times, and may work extended shifts, split shifts, weekends, or at night.
14. Assist installing water and sewer mainline pipes, water and sewer service pipes, street signs, and temporary traffic control signs, inspect and clean storm drains, sanitary sewers and catch basins.
15. Safely operate hand tools and power hand tools i.e.; hammers, wrenches, saws, drills, grinder, cut-off saw, etc.
16. Compiles reports such as: Well logs, meter readings, equipment use, gasoline, mileage and work performed.
17. Conducts utility locates of CTUIR infrastructure.

18. Accountable for maintenance activities related to public works' infrastructure that includes, but is not limited to: water supply facilities, booster stations, reservoirs, valves, hydrants, and water meters; installation of water services; meter reading, re-reads, shut-offs, and turn-ons; and other areas as assigned.
19. Attends meetings and various training seminars or conferences as needed. Responds to public inquiries. Performs other duties within classification specifications as assigned.
20. The Operator I will be assisting with the operations and maintenance of the water distribution system including chemical-feeding devices, performing water sampling for laboratory analyses, and monitoring the amounts of chemicals, such as chlorine for disinfection.
21. The Operator I will be required to help monitor equipment on the computer system, store the results of sampling, make process-control decisions, schedule and record maintenance activities, and produce reports. When equipment malfunctions, operators also may use computer to determine the cause of malfunction and seeks solutions
22. The Operator I may be required to work during emergencies, the operator will be trained to make an emergency management response and use special safety equipment and procedures to protect public health and the facilities. During these periods, operators may work under extreme pressure to correct problems as quickly as possible.

SUPERVISORY AUTHORITY: May lead small work groups for short term projects as assigned.

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS: None

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Must possess a High School diploma or a GED certificate of Equivalency.
2. Preferred to possess a current system appropriate Operator I certificate in water distribution and/or collection OR show proof of current enrollment of certification study program. Must be certified within 18 months from date of hire.
3. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing.
4. Must have the ability and interest to work with the public and handle difficult situations in the office or the field, in a professional and courteous manner.
5. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines and within budget.
6. Must be able to secure sources of information (internal and external) relating to Tribal problems/concerns. Must have or gain knowledge of the types of services provided by the Tribal Governmental programs.
7. Basic knowledge of computer processing equipment and software, including: Word, Excel.
8. Know ledge of water and wastewater maintenance and repair principles.
9. Must possess a valid Oregon Driver's License and meet Tribal insurance requirements to drive GSA/Tribally owned vehicles. Must be able to obtain a Commercial Driver License (CDL) within 18 months of employment

10. Knowledge of safety practices and procedures.
11. Must be a highly motivated self-starter. Demonstrate ability to work effectively with minimal supervision or work cooperatively as a member of a team.
12. Working knowledge of basic mathematics for planning and estimating purposes.
13. Candidate must have experience in the operation and maintenance of various equipment such as backhoe, front end loader, and dump truck.
14. Must have computer skills and be able to read and write, keep records, and fill out and complete necessary reports.
15. Employees must be able to maintain a positive cooperative team-oriented working relationship with fellow employees on a consistent basis.
16. This opportunity involves performing the tasks necessary to the operation and maintenance of the C.T.U.I.R water distribution, storage, and treatment facilities, including but not limited to, transmission facilities, pumping stations, reservoirs/storage and distribution/treatment system water quality sampling and monitoring.
17. Basic literacy skills to interpret written instructions.
18. The Operator I position will be required to attain the Following certifications and licenses within **18 months of hire**:
 - Water Distribution Operator Certification level 1.
 - Wastewater collections Operator Certification level 1.
 - Commercial Driver License (CDL)
19. The Operator I may be required to work during emergencies, the operator will be trained to make an emergency management response and use special safety equipment and procedures to protect public health and the facilities. During these periods, operators may work under extreme pressure to correct problems as quickly as possible.
20. May participate in grant fund preparation. Other duties as assigned by the Utilities Manager or Delegate pertaining to position and operation of the department.

PHYSICAL DEMANDS:

1. Ability to lift up to 75 pounds for short distances durations.
2. Ability to work in all types of weather (hot, cold, rain, snow, freezing temperatures); day shift or night shift; be on-call for emergencies such as floods and water/wastewater emergencies.
3. Ability to stand and walk for long periods of time.
4. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. May require some work in proximity of fumes from paint and odors from heated paint and/or putty which is being removed in preparation for repairs.
5. There is some danger of electrical shock when working on electrical parts or water systems.
6. Must be a self-starter, reliable and possess the ability to work with minimal supervision or cooperatively as a team member. Must be willing to participate in on-the-job training and formal classroom training.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of

such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code.”

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran’s Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant’s qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

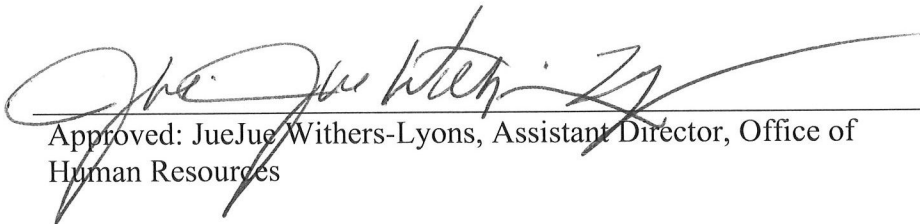
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.


Approved: JueJue Withers-Lyons, Assistant Director, Office of
Human Resources

5/1/2024
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date