

## **POSITION DESCRIPTION**

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**POSITION:**            **UTILITY OPERATOR**

**DEPARTMENT:**    Bay Mills Utility Department            **GRADE: 9/10;DOE**

**REPORTS TO:**     Tribal Engineer                            **STATUS: Non-Exempt**

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### **POSITION SUMMARY:**

Under limited supervision, based on certification(s) held, this individual will be responsible for the testing, data analysis, maintenance, upkeep, and operation of the water system, wastewater treatment sites, and collection system.

### **ESSENTIAL FUNCTIONS:**

1. The Utility Operator monitors the system using applicable technology and processes.
2. Performs routine maintenance on wastewater system equipment including the lift station pumps and system equipment.
3. Performs routine maintenance on the water system equipment including; pumps, hydrant maintenance and flushing, gate valves, and water analysis.
4. The Utility Operator conducts testing and is responsible to control the level of chlorine injection at the pump house.
5. This individual is responsible for the timeliness and accuracy of appropriate water sample testing, according to IHS and applicable standards.
6. He or she must understand and follow applicable laws and ordinances, including but not limited to, the Safe Drinking Water Act and the Clean Water Act.
7. The Utility Operator conducts daily, weekly, monthly, and annual operations associated with the community water and wastewater systems, including weed pulling, mowing grass, painting, and exercising gate valves, while completing the daily readings, logs, and monthly maintenance checklist.
8. Responsible for the development and implementation of preventative maintenance on facilities and grounds, including keeping the pump house clean and tidy. A long-term plan associated with painting the water tower, pump house, etc. should be established and followed.
9. Maintain and troubleshoot residential & commercial meters.

10. Establishes and maintains cross connection and backflow prevention control programs, along with a wellhead protection program.
11. Provides specific information and insight on projects to the Public Works Director, upon request.
12. Provides consultation and final inspection on all water and wastewater contract work performed within the Bay Mills Indian Community.
13. Ensures hydrants are accessible and functioning properly at all times.
14. Maintains shift logs and records meter and gauge readings in a timely fashion for billing and quality assurance purposes.
15. Observes variations in operating conditions, and interprets test results and control panel readings to take appropriate actions.
16. Responsible for using and maintaining a variety of hand/power tools, while overseeing an inventory of what tools and materials exist within the department.
17. Responsible for wearing all required safety equipment, while abiding by all safety instructions associated with use of equipment, tools, chemicals, or other potentially hazardous materials.
18. Responsible for assisting in the mentoring and training of any apprentice positions, if applicable.
19. Other duties may be assigned within the scope and complexity of this position's essential functions.
20. Must attend any and all trainings offered through the Bay Mills Human Resources Training Department and stay current on applicable certifications. Attends safety meetings as required and shall assist in necessary safety precautions, as needed.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to walk and stand, with occasional sitting. Occasionally, the employee must squat, crawl, crouch, and kneel with frequent bending, climbing, balancing, and push/pulling. The employee is occasionally required to use hands for firm manipulation and reach with hands and arms above shoulder level. The employee must frequently lift, push, haul and/or move up to 100 pounds. May be required to work in confined spaces or high places, while maintaining caution associated with electric and chemical hazards.

**POSITION REQUIREMENTS:**

1. Must have High School Diploma or equivalent. Applicable associate's degree or three years of field experience preferred.
2. Must be 18 years of age or older.
3. Must have a valid Michigan Driver's License with an excellent driving record.
4. Must obtain an S3 and D3 MDEQ operator license within 18 – 24 months of employment. A current S3 or S4 and D3 or D4 MDEQ operator licensing preferred.
5. Must have general working knowledge of computers, filing, and office operations.
6. Strong organizational skills.
7. Must have effective oral and written communication skills.
8. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
9. Must be well-groomed, with professional appearance and ability to clearly communicate with others. Must understand and write in the English language.
10. Must be able to work flexible shifts, including weekends.
11. He or she must be available to respond to emergency situations, as needed.
12. Must have an excellent past work record and the ability to work independently on multiple tasks in a professional manner with minimum supervision.
13. Ability to work cooperatively with all departments.
14. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** October 27, 2021 at 4:30pm

**APPLY TO:** Please email application and resume to Erin Forrester, HR Generalist at [eforrester@baymills.org](mailto:eforrester@baymills.org)  
Subject: Utility Operator

\*Applications can be found at [www.baymills.org](http://www.baymills.org) under “employment opportunities”