

Assiniboine and Sioux Tribes Rural Water Office

Respond as Described in “How to Apply”

Position: Water Treatment Plant Operator Class I or II Response Date: May 27, 2011

Salary: Negotiated based on qualifications, experience and benefits.
Salaries for position in comparable Montana WTP’s range from \$45,760 to 58,240 per annum

Program: ASRWSS/Coreline Location: Poplar/Wolf Point, MT

General Description of Duties:

The Fort Peck Indian Reservation Water Treatment Plant Operator shall perform technical and direct work in the operation and maintenance of a 14 mgd Water Treatment Plant utilizing coagulation, ballasted flocculation and sedimentation, mixed media filtration, and disinfection processes. This position requires a higher level of technical knowledge, the ability to independently oversee shift operations and coordinate the duties of other Water Treatment Plant operators and laborers, and the possession of the equivalent to a Montana Class II Operator certification. In addition, this position requires that the Water Treatment Plant Operator be able to obtain a Class I Operator certification within six months of becoming eligible. Work is performed under the direct supervision of the Assiniboine and Sioux Rural Water Supply System (ASRWSS) Manager.

Specific Duties:

1. Oversee, participate in and direct the operation of the Water Treatment Plant, including the pumping of raw and finished water, chemical addition, operation of equipment, and interpretation of charts, gauges, and meters.
2. Direct, organize, and perform pH, coagulation, turbidity, taste, odor, chlorine and chloramine residual, and other quality tests and as needed on water samples taken at strategic points throughout the treatment process.

3. Compute chemical dosages and adjust chemical feed machines for proper operation and application in enhanced coagulation and backwashing of filters.
4. Make necessary process changes as indicated by tests.
5. Unload, store and use various chemicals such as hydrochloric acid, powdered activated carbon, caustic soda, ferric chloride, potassium permanganate, cationic/anionic/nonionic polymers, corrosion inhibitors, chlorine and ammonia.
6. Maintain plant operating equipment and laboratory equipment in a clean and orderly condition.
7. Operate heavy equipment – backhoe, track hoe, bulldozer, forklift, loader and tractor-trailer.
8. Perform treatment process mathematical computations to determine proper mixture of chemicals, correct chemical amounts and chemical usage.
9. Respond to chemical emergency alarms wearing appropriate personal protective equipment, such as respirators and self-contained breathing apparatus (SCBA).
10. Read and interpret gauges, meters, recording devices, and process change data.
11. Monitor and repair equipment for proper operation.
12. Monitor various components of the master wash water rate controls for filters.
13. Oversee operation of a wash water recovery system and sludge removal.
14. Maintain and operate the water system's Supervisory Control and Data Acquisition (SCADA) system.
15. Supervise all operations and maintenance procedures. Participate in complex and technical maintenance and repair tasks. Maintain all records and reports required by various laws and permits, as well as those necessary for efficient operation.
16. Supervise the ordering, storage and use of supplies needed for general operation of water plant and outlying system responsibilities and their inventory.
17. Train, supervise and discipline employees performing duties in daily operation of the water plant.
18. Review technical journals and other data and disseminate information to employees.
19. Keep records and information on system.

20. Maintain a working relationship with public and respond to complaints regarding operations.
21. Prepare and present oral and written reports.
22. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Requirements and Qualifications:

1. Understanding of modern water treatment methods, theories, and practices.
2. Familiar with safe drinking water regulations per E.P.A.
3. Must have knowledge of water treatment plant safety procedures, including OSHA safety standards.
4. Experience with operation, testing, repair and maintenance of pumps and electrical motors.
5. Experience with piping, control systems, chemistry, and bacteriology as related to water treatment.
6. Good leadership styles and skills.
7. Ability to perform arithmetic calculations to determine dosages of chemicals, horsepower and other calculations necessary to operate a water treatment plant.
8. Familiar with detection devices, mobile radio, phone, personal computer including word processing and other software (i.e. spreadsheets, presentation software, etc.), copy and fax machine.
9. Experience in the operation of a water treatment plant utilizing coagulation, flocculation, sedimentation, filtration, and chlorination/chloramination processes.
10. Provide supervisory skills and perform a wide range of responsibilities over others.
11. Work in difficult weather conditions with exposure to the elements.
12. Observe or monitor machinery and equipment to determine compliance with prescribed operating or safety standards.
13. Communicate in a group or one-to-one setting.

14. Understand and follow oral and written instructions.
15. Work cooperatively with other employees.
16. Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
17. Read, comprehend, and interpret written material such as operation and maintenance manuals, equipment manuals and Material Safety Data Sheets (MSDS).
18. Must work with chemicals or similar solutions using protective equipment.
19. Must be physically capable of lifting materials up to 70 lbs.
20. The employee will work near moving mechanical parts and will be exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes and airborne particles, toxic or caustic chemicals, and risk of electrical shock.
21. Must have the ability to perform work in emergency situations as necessary, including weekends and holidays.
22. Possession of equivalent to a Montana Class II Water Treatment Operator certification.
23. Must be able to obtain Montana Class I Water Treatment Operator certification upon meeting qualifications.
24. Must possess a high school diploma or GED.
25. Must possess a valid Montana Driver's License without any prior history of driving violations.
26. Must have Commercial Driver's License or ability to obtain one within one (1) year of hire.
27. Must relocate to the Poplar/Wolf Point, Montana area.

How to Apply:

Submit a complete Assiniboine and Sioux Tribes Application for Employment to:

Tom Escarcega
ASRWSS Manager
P.O. Box 1027
Poplar, MT 59255

With a copy to:

Attn: Jeff Ashley, P.E.
Morrison-Maierle, Inc.
1 Engineering Place
P.O. Box 6147
Helena, MT 59604

And

Mike Watson
4452 Fox View
Helena, MT 59602

Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate if claiming Indian Preference and DD214 if claiming Veteran's Preference. Applications may be downloaded from the "Employment" link at <http://www.fortpecktribes.org/>.

Notice:

"Applicants tentatively selected for positions with the Assiniboine and Sioux Tribes will be required to submit to urinalysis to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."