

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
Toll-Free: 1-877-279-9097
Phone: 1(530)335-5421 ext. 1208
Fax: 1(530)335-3140

Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

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| Agnes Gonzalez Tribal Chairperson | Mickey Gemmill Jr. Tribal Vice Chairman | Tracy Eleck Tribal Secretary | Brandy McDaniels Tribal Treasurer | Lawrence Cantrell Sergeant-At-Arms | Jolee George Recording Secretary |
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Position Description
On-Call

Position Title: Public Water Systems (PWS) Water Operator Trainee
Department: Public Water Systems/Tribal Administration
Reports to: Public Water System Coordinator
Status: On-Call/Temporary
Pay: \$15.00 hourly

Summary: This is an entry-level position as the person hired will be trained by the Public Water Systems Coordinator to perform basic operation and maintenance of the XL Reservation Public Water System.

Responsibilities:

- Weekly inspection of treatment building/100,000-gal Water storage tank
- Monitor battery voltage for SCADA (Supervisory Control and Data Acquisition) equipment
- Record keeping; log sheets
- Maintain adequate CL2 (Chlorine) solution tank levels
- Monitor CL2 (Chlorine) residual at dedicated sample sites
- Regularly exercise backup generator
- Regularly exercise gate valves
- Annual hydrant flush
- Collect monthly meter readings and forward to *AR@FINANCE*
- Minor electrical/plumbing troubleshooting
- Yard maintenance: Well/Pump house, storage tank yards (weed eating etc.)
- Notify emergency contacts in the event of water outages

Qualifications:

- Must be 18 years of age
- Must be able to pass a background check
- Must be willing to submit to a pre-employment drug screening
- Must possess a valid Driver's License

Physical, Environmental and Intellectual Conditions:

- Must be able to work in sometimes treacherous surroundings

Note: Pit River Tribal Preference. This position requires an awareness and deep appreciation of Indian traditions, customs, and socioeconomic need. It requires the ability, at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretions, resourcefulness, and good judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color religion, sex, age, national origin, marital status, or ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability. Tribal Member Preference and or Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

MUST PASS A PRE-EMPLOYMENT DRUG TEST AND REFERENCE CHECK.

You may download an application off the Pit River Tribes website at <http://pitrivertribe.org/tribal-employment/>
Drop off your application, resume and cover letter at the Tribal Administration office located at 36970 Park Ave, Burney, CA 96013 or mail. You can also fax the application to 530-335-3140 in care of HR.

Inquiries about the application process can be sent to:

Elizabeth Sato, Human Resources Director

Tribal Administration

36970 Park Avenue, Burney, California 96013

(530)335-5421, (530)335-3140 Fax

hr@pitrivertribe.org,

<http://pitrivertribe.org/>

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Job Posted on: March 14, 2019 (*first posting*)

Job Closing Date: March 29, 2019 5 p.m. close of business day