



## JOB DESCRIPTION

**Job Title:** Water Treatment/Water Distribution Operations Supervisor  
**Department:** Fort Mojave Tribal Utilities Authority (FMTUA)  
**Reports to:** Water/Wastewater Operations Manager  
**Employment Status:** Exempt, Full-time,  
**Supervisory Status:** Yes  
**Position Classification:** Non-Sensitive  
**Salary, DOE**  
**Driving Classification:** Frequent

**Summary:** Fort Mojave Tribal Utilities has an immediate opening for a Water Treatment/Water Distribution Operations Supervisor. Under general supervision by the Water/Wastewater Operations Manager will perform a variety of tasks related to the operations of the water system.

**Essential Duties and Responsibilities:** Operates and maintain the water distribution and water treatment system equipment. The position ensures water quality through monthly testing, sampling as set for by state and federal guidelines. Records and maintains accurate pumping information related to monthly state and federal reporting. Must have a thorough understanding of Safe Water Drinking Act and be familiar with ADEQ and EPA regulations and reporting requirements. Must be able to respond to emergency "call outs" at any time of day, year-round, regardless of weather conditions. Other duties may be assigned.

**Competency:** Must have adequate communication skills to understand oral and/or written instructions. Must have ability to maintain records and problem solve.

**Qualifications:** Operate and maintain the water distribution and water treatment system, high school grade (or equivalent), plus two (2) years of college/technical related course work a plus. Must possess valid Grade 2 or higher Operator Certification in Water Distribution and Water Treatment. Knowledge and/or experience with Consumer Confidence Reports (CCR) a plus. Must obtain a valid CDL.

**Education:** Minimum education requires a high school graduate (or equivalent), plus two (2) years of college/technical related course work a plus.

**Experience:** Minimum three (3) to four (4) years of water distribution and testing experience or an equivalent combination of education or experience.

**Language Ability:** Proficient in English speaking, listening, reading and writing.

**Math Ability:** Math ability a plus such as basic arithmetic and chemical dosing.

**Reasoning Ability:** N/A

**Computer Skills:** Knowledge and experience in Excel, MS Word and Outlook.

**Equipment, Machinery, Tools and Material Utilization:** Operate motorized vehicles and equipment including but not limited to pickup trucks, backhoe, compressors, generators common hand and power tools, shovels, wrenches, cell phone.

**Certificates and Licenses:** Must possess valid Grade 2 or higher Operator Certifications in Water Distribution and Water Treatment.

**Other Requirements:** This position is accountable for performing all activities assigned. Knowledge and ability to abide by all safety rules and regulations.

**Supervisory Responsibilities:** Responsible for directing Water Field crews. Must be able to effectively motivate and communicate with employees.

**Work Environment:** Regularly works outside in all weather conditions. Exposed to all aspects to water and wastewater industry.

**Physical Demands:** Frequently required to lift and/or move up to 100 pounds. Regularly required to use hands to operate; objects, tools, controls and machinery. Required to stand and/or walk for long periods of time.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.*