



# Umpqua Indian Utility Cooperative

## Position Description

**Position Title:** Utility I

**Department:** Utility Corporation

**Reports To:** UIUC General Manager

**FLSA Designation:** Non-Exempt

### **POSITION PURPOSE:**

Responsible for assisting the Water/Wastewater Plant Operator with controlling the pumping of water for supply and storage, interpreting and following specific, detailed instructions on operations, maintenance and lab procedures to operate the Water and Wastewater Treatment Plant in accordance with guidelines developed by the National Pollution and Discharge System and enforced by the Environmental Protection Agency (EPA).

### **ESSENTIAL FUNCTIONS:**

- Operates pumps, valves and gates to control the flow of water or effluent.
- Performs routine servicing and cleaning of water storage facilities, plants, and pipes as well as repairing faults in water supply and storage systems.
- Services the distribution system leading from the treatment plant.
- Operates locks and adjusts the water level in weirs.
- Regulate water flow through stages of the treatment such as filtering, the addition of chemicals and aeration.
- Monitors flow meters, pressure gauges, power usage and effluent water quality.
- Inspects and monitors reservoirs, dams, facility operations and equipment to ensure proper operations; assures quality control.
- Read meters, gauges and other monitoring equipment and interprets readings to determine processing requirements.
- Makes adjustment to automated controls and instruments, operates valves and gates to adjust flow and treatment process.
- Performs routine, preventative, and corrective maintenance on equipment, including disaffection equipment.
- Orders parts and supplies and maintains automated records of equipment repairs, parts list and inventory.
- Collects samples for laboratory analysis, interprets results, and prepares records and reports.
- Responds to emergency situations and alarms.

### **QUALIFICATIONS:**

- High School Diploma or GED Certificate required.
- Vocational / Technical or Associate's Degree, preferred.

- Experience in water and wastewater treatment operations, preferred.
- Knowledge and understanding of applicable requirements concerning plant operations and water quality.
- Valid driver's license and driving record which allows coverage on the company insurance.