



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Water/Wastewater Lead Operator

Salary: \$19.00 to \$28.00 Non-Exempt

Opening: Wednesday, December 3, 2025

Closing: Tuesday, December 16, 2025

BASIC FUNCTION:

Under the direct supervision of the Public Works Director.

The incumbent of this position will perform a variety of skilled, technical, and administrative work of the operation. Operates, maintains, monitors control, and repairs all water/wastewater operations within the Quechan Indian Tribe and process equipment, including pumps, motors, blowers, chlorinators, chemical feeds, sludge equipment and basic laboratory equipment to ensure that treated water/wastewater meets Tribal, State and EPA quality standards.

DUTIES & RESPONSIBILITIES:

- Obtains water/wastewater samples and performs water lab tests; conducts various lab tests to determine proper process and operational controls.
- Recognizes the need for and makes basic treatment and operational changes to the water/wastewater processes and distribution systems to meet water quality standards.
- Changes pump settings as needed; monitors and adjusts flows through wells, booster pumps, treatment plant lift station and aeration tanks to control the distribution system and system operations.
- Reads and interprets meters, gauges, and instruments. Enters daily readings into daily/monthly reports.
- Prepares and submits water/wastewater samples to certified testing lab for analysis and report to meet the required agency quality standards.
- Inventories, estimates usage, and prepares orders for supplies. Ensures quality of materials received.
- Records daily activities in logbook and stores in facility files.
- Maintains reports in facility records and sends to appropriate agencies.
- Maintains all water/wastewater equipment such as blowers, pumps, motors, chlorinators, filters, and all other equipment essential to the Public Works Department.
- Ensures proper care in the use of and maintenance of equipment and supplies.
- Promotes continuous improvement of workplace safety and environmental practices.

- Performs all other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.
- Knowledge of approved methods of water and/or wastewater testing and analysis.
- Knowledge of proper methods, materials and standards for the installation and testing of backflow prevention devices.
- Knowledge of occupational hazards and applicable safety practices.
- Ability to understand and follow specific instructions and procedures.
- Ability to read, evaluate and interpret construction drawings and technical reports.
- Ability to maintain, repair and install motors and pumps.
- Ability to perform water and wastewater tests and analysis.
- Ability to interpret test results.
- Ability to prepare written reports.
- Ability to use hand and power tools.
- Ability to communicate, read, and write clearly in basic English.
- Ability to always demonstrate outstanding guest service.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.
- Skills in the safe operation of power tools and shop equipment.
- Knowledge of OSHA requirements, HACCP (Hazard Analysis Critical Control Points) and other Federal and State workplace safety requirements, and ability to adhere to the guidelines and procedures.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Ability to walk, stand, and/or bend continuously to perform essential job functions.
- Ability to work under pressure and deal with stressful situations during busy periods, in confined spaces.
- Ability to perform duties within extreme temperature ranges.
- Must exhibit professionalism, creativity, strong leadership, and organizational skills.
- Possess strong interpersonal skills, and the ability to work well with the public and employees within the Quechan Indian Tribe.
- Ability to proactively greet clients; be friendly, professional, polite, and helpful in dealing with clients and employees in a positive and professional manner.
- Ability to work equally as a team and maintain a positive, motivated staff rapport.

CERTIFICATION REQUIREMENTS:

Requires possession of an ADEQ or equivalent Grade 2 Water Treatment Plant Operator's Certificate at the time of application and an ADEQ or equivalent Grade 1 Wastewater Treatment Plant Operator's Certificate at the time of application and 2 years progressive experience in water/wastewater operation: or equivalent combination of education and experience.

Must be 18 years of age or older No felony, theft or stealing convictions.

WORK ENVIRONMENT:

Work is performed both indoors and outdoors.

Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Exposure to chemicals and unpleasant odors. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur.

Evening, graveyard, holiday and/or weekend work will be required. Extended hours and irregular shifts will be required.

QUALIFICATIONS:

- High School Diploma or GED Equivalent.
- Must pass a pre-employment alcohol/drug screening.
- Must possess a current valid Driver License.
- Ability to observe safety and security procedures and to comply with policies.
- Ability to read and interpret written information; ability to write clear statements; ability to communicate orally.
- Must be able to do physical work and operate power equipment normally found in janitorial operations.
- Must have or be able to obtain CPR, First Aid, and AED certification within 3 months of hire and maintain such certification while employed within the Public Works Department.
- Must Complete FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crawl.
- Good organizational skills.
- Dependable and reliable with good time management.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

1888 San Pasqual School Road

Winterhaven, CA 92283

Telephone: (928)977-2727 Ext. 453

Fax: (760)572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.