



Ho-Chunk Nation

Job Description



TITLE: UTILITY COORDINATOR		JOB CODE: UTLY
GOVERNMENT EMPLOYEE	EEO: 5	PAY GRADE: 18
EXEMPT	FLEX	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The Utility Coordinator is responsible for the management, operation, maintenance and repair of multiple Public Water Systems that provide safe drinking water to multiple Ho-Chunk communities, programs and enterprises. This includes all administrative and supervisory duties to properly produce, treat and distribute drinking water that meets US EPA Safe Drinking Water Act, WI DNR 800 Administrative Codes and Ho-Chunk Water Utility Ordinance standards. Utility Coordinator is also responsible for overseeing the Water and Wastewater Utility Billing Program and collections enforcement, and multiple operational policies and procedures contained within the above Acts, Codes and Ordinance.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Daily supervision of Water Department personnel, develops work schedules and responsibilities, develops and reviews work standards and quality, to ensure distribution of safe drinking water, and proper operation and maintenance of all equipment and infrastructure required to produce, treat, store and distribute water.
2. Prepares annual operating and capital budget requests and presents to Finance Commission, continuously monitors budget expenditures to maintain operating costs within approved budget.
3. Responsible for Safe Drinking Water Act monitoring compliance of all community wells and water systems, oversees monitoring schedules, sample collections and reporting of sample results to Environmental Protection Agency, WI Department of Natural Resources, Ho-Chunk Environmental Services Division, and other required agencies on a daily basis.
4. Administers water meter installations and repairs, water meter reading and water billing programs, enforces Utility Ordinance codes for payment collections and disconnections for non-payment on a monthly basis to ensure water use accountability and department revenue.
5. Ensures daily and sufficient water production and service by communicating with other Ho-Chunk Nation departments and officials, Indian Health Services and other government agencies to identify needed infrastructure expansion or rehabilitation projects.
6. Annually contributes and works in conjunction with other Ho-Chunk Nation departments, government agencies or private vendors to develop, implement and update various administrative and operational policies or programs such as: Operation and Maintenance Manuals, Safety Plans, Water Utility Ordinance, Cross Connection Policy, Emergency Plans, Vulnerability Assessments, Utility Rates, Water Loss Program, to name some.
7. Prepares a Quarterly Report summarizing division activities and projects for Supervisor, also prepares an Annual Report of Division accomplishments and goals, and submits to the Environmental Health and Compliance Director. Submits a variety of reports as needed and attends Staff, Finance, Legislative and other meetings as required.
8. Receives customer questions or complaints concerning water service, water quality and other related issues, works to resolve all questions or complaints as needed to satisfy customer concerns on a daily basis.



9. Maintains a sufficient inventory or repair parts, supplies and equipment on a monthly basis to ensure the effective and efficient operation of the multiple Public Water Systems.
10. Implements and maintains an effective safety program throughout the department, with a minimum of safety training twice per year. Identifies and schedules training for employees to obtain job related Continuing Education Credits and maintain WI DNR Certifications.
11. Performs as back-up Water Operator for vacation replacements or other employee absences, fills in for on-call duty if needed and responds to alarms/emergencies if critical, and to guarantee proper services.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops policy and strategic plans, interprets policy, implements operating plans.
Supervisory Accountability	Supervises professionals and non-managers.
Organizational Accountability	Manages sub-unit of a department.
Financial Accountability	Manages operating budget, approves and monitors expenditures.
Customer Accountability	Interfaces with officials and executives, regulatory authorities, outside and inside customers.
Freedom to Act	Sets broad objectives, operates with significant independence, subject to general input and regular review from supervisor.

MINIMUM QUALIFICATIONS

EDUCATION:

1. High school diploma or GED equivalent.
2. Minimum of Associates degree including specialized courses, including courses in water technology, water utility management. or other related fields.
3. An equivalent combination of education, training and experience that demonstrates the required knowledge, skills and abilities may be considered.

ESSENTIAL:

1. Possess a WI DNR Grade 1 Municipal Water Supply Operator Certification in subclasses of: "Groundwater", "Distribution", "Iron Removal" and "Zeolite Softening", and maintain Certification.
2. Valid WI driver's license, proper insurance and dependable transportation.

EXPERIENCE:

1. Minimum five (5) years of experience operating and maintaining a municipal water or wastewater utility, or closely related industry.
2. Minimum two (2) years of supervisory experience at a municipal water utility with exposure to budgetary, billing, record keeping and reporting, and administrative processes.



KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledgeable and conversant in WI DNR and EPA drinking water regulations as they pertain to municipal water supply, storage and distribution systems.
2. Strong working knowledge of well construction and operation, operation and maintenance of pressure and gravity sand filters and zeolite water softeners, construction and maintenance of underground piping systems and water storage tank maintenance.
3. Ability to use safety equipment and follow procedures for climbing water towers, entering confined spaces and handling hazardous materials.
4. Ability to use laboratory equipment for water analysis, various types of instrumentation, multi-meters, line tracers, etc.
5. Ability to read and interpret various design and as-built drawings pertaining to the water industry, basic electrical ladder drawings and diagrams, and to communicate effectively with civil engineers, contractors and other professionals.
6. Strong computer skills, ability to operate various programs such as Excel, Word, etc. Ability to use meter reading, utility billing, contract, budgeting, preventive maintenance and other computer software systems.
7. Strong oral and written communication skills, ability to establish working relationships with employees, citizens, contractors, government agencies and elected officials.
8. Must be very responsible, well organized, self-motivated and able to work with minimal supervision. Must be able to multi-task, prioritize, work under pressure and handle stressful situations with tact and diplomacy.
9. Strong ability to establish and fulfill goals and objectives, strong interpersonal, decision-making and supervisory skills.

WORK PLACE RESPONSIBILITY

1. Maintain confidentiality concerning customer accounts and private information.
2. As manager, ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures to safely perform their duties.

WORKING CONDITIONS

1. Requires significant office work, computer and keyboard use.
2. Requires extensive travel and some outdoor work, in all weather conditions.
3. Requires some varied hours and overtime work, occasional on-call.
4. Occasional climbing to high heights and confined space entry.
5. Some heavy lifting up to 50 lbs., and repetitive actions.
6. Occasional work around electrical controls and components.
7. Exposure to loud noise and to unpleasant odors and fumes.
8. Reference Physical Demands Worksheet for more information.