



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 161022-26**  
**161026-26**  
**161030-26**

**OPENING DATE: 02/05/2026**

**CLOSING DATE: 05/06/2026**

**POSTED: IN/OUT**

**POSITION:** Water/WWTP Operator I-III  
**PAY GRADE:** NE6-NE8 (\$22.73/hr. - \$37.13/hr.)  
**FLSA STATUS:** Non-exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Water/WWTP Operator IV/Foreman  
**BACKGROUND LEVEL:** Public Trust

**JOB PURPOSE:**

**W-WW Operator I, II, III** - Provides safe drinking water and proper wastewater treatment for the Isleta Pueblo by maintaining required water and wastewater standards and a large array of wastewater treatment types including waste treatment facilities, water and wastewater infrastructure, water wells, and wastewater lift stations, in accordance with tribal, state and regional requirements. Performs a variety of semi-technical duties including inspecting, repairing and maintaining various equipment and devices to ensure water/wastewater standards and compliance with tribal, state and regional requirements.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

**W-WW Operator I -**

- Assists in maintaining and operating equipment and performing the water/wastewater duties including mowing, flushing hydrants, minor maintenance of equipment, responding to customer complaints, and sewage back-ups.
- Checks all well sites for security, operation, chlorine dosage, and cleanliness; visually inspects storage tanks; checks water wells, wastewater plants and lift stations to identify potential problems.

- Obtain and logs basic information and chlorine residuals at each well site.
- Follows EPA required sampling schedules for each water system; completes paperwork, obtains samples properly, records and reviews results and submits in a timely manner.
- Uses water/wastewater collection equipment and tools under the direction of the supervisor.
- Repairs or replaces equipment as needed at wells and storage facilities including chlorination equipment, and fuses; adjusts timers as needed.
- Obtains required information on broken equipment and advises supervisor of need to order parts.
- Sets-up equipment locations in work order system; checks work order system for all assigned duties and creates work orders as needed.
- Maintains, and inspects water and sewer lines for tribal and enterprise backflow and chemical treatment.
- Performs customer clean-outs as needed.
- Prepares wastewater discharge, treatment facility flow, and well production reports and other monitoring requirements set forth by regulatory agencies.
- Recommends ordering of supplies, equipment, materials, and keeps inventory of items issued to them.
- Performs grounds keeping duties around plants, wells, and lift stations.
- Operates septic truck in emergencies (Properly licensed CDL employees).
- Performs other duties as assigned.

#### **W-WW Operator II –**

- Assists in maintaining and operating equipment and performing the water/wastewater duties including mowing, flushing hydrants, minor maintenance of equipment, responding to customer complaints, and sewage back-ups.
- Checks all well sites for security, operation, chlorine dosage, and cleanliness; visually inspects storage tanks; checks water wells, wastewater plants and lift stations to identify potential problems.
- Obtain and logs basic information and chlorine residuals at each well site.
- Performs a of variety of chemical, bacteriological, and physical tests or procedures to ensure water and wastewater quality standards are maintained including compliance and wastewater sampling; in accordance with government guidelines and standards.
- Follows EPA required sampling schedules for each water system; completes paperwork, obtains samples properly, records and reviews results and submits in a timely manner.
- Uses best sampling method need for each wastewater facility.
- Uses water/wastewater collection equipment and tools under the direction of the supervisor.
- Repairs or replaces equipment as needed at wells and storage facilities including chlorination equipment, and fuses; adjusts timers as needed.
- Obtains required information on broken equipment and advises supervisor of need to order parts.
- Maintains work order system (HotSOS); sets-up equipment locations in work order system; checks work order system for all assigned duties and creates work orders as needed.
- Maintains, and inspects water and sewer lines for tribal and enterprise backflow and chemical treatment.

- Repairs sewage back-ups and performs customer clean-outs as needed.
- Provides technical assistance and direction to Water/Wastewater Operators Level I as requested or assigned.
- Participates in training new operators as directed or assigned.
- Prepares wastewater discharge, treatment facility flow, and well production reports and other monitoring requirements set forth by regulatory agencies.
- Recommends ordering of supplies, equipment, materials, and keeps inventory of items issued to them.
- Operates septic tanker in emergencies (Properly licensed CDL employees).
- Performs other duties as assigned.

### **W-WW Operator III –**

- Performs water/wastewater duties including mowing, flushing hydrants, minor maintenance of equipment, responding to customer complaints, and sewage back-ups.
- Checks all well sites for security, operation, chlorine dosage, and cleanliness; visually inspects storage tanks; checks water wells, wastewater plants and lift stations to identify potential problems.
- Obtain and logs basic information and chlorine residuals at each well site.
- Performs a of variety of chemical, bacteriological, and physical tests or procedures to ensure water and wastewater quality standards are maintained including compliance and wastewater sampling; in accordance with government guidelines and standards.
- Determines best sampling method need for each wastewater facility; creates schedule of contaminates to sample and time line.
- Follows EPA required sampling schedules for each water system; completes paperwork, obtains samples properly, records and reviews results and submits in a timely manner.
- Uses “best methods” to decide sampling needs for each wastewater facility; creates schedule of contaminates to sample and time line.
- Uses water/wastewater collection equipment and tools; repairs or replaces equipment as needed at wells and storage facilities including chlorination equipment, and fuses; adjusts timers as needed.
- Obtains required information on broken equipment and advises supervisor of need to order parts.
- Maintains work order system (HotSOS); sets-up equipment locations in work order system; checks work order system for all assigned duties and creates work orders as needed.
- Installs, maintains, and inspects water and sewer lines for tribal and enterprise backflow and chemical treatment.
- Repairs sewage back-ups and performs customer clean-outs as needed.
- Coordinates the activities, provides technical assistance and evaluates work of Water/Wastewater Operators Level I/II.
- Participates in the coordination of staff training; including training new operators.
- Evaluates operations and activities; recommends improvements and modifications to supervisor, and prepares various reports on operation activities.
- Assists in maintaining time, material, and equipment use records, requisition supplies, and materials.
- Prepares wastewater discharge, treatment facility flow, and well production reports and other monitoring requirements set forth by regulatory agencies.

- Orders supplies, equipment, materials, and keeps inventory of issued items.
- Operates septic truck in emergencies (Properly licensed CDL employees).
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- State of New Mexico and/or Tribal Certification in Level I - III Water and/or Wastewater is required. (Years of experience is suggested by the requirements of the W and/or WW certification.)
- First Aid/CPR Certification.
- Current Hepatitis A & B and Tetanus shots required.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of water and waste water, construction, and operations.
- Knowledge of the safety practices and procedures followed in wastewater treatment.
- Knowledge of the principles and methods of waste treatment facilities.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in making effective decisions in emergency situations.
- Skill in using heavy equipment and hand and power tools.
- Ability to use HOTSOS software for daily work orders.
- Ability to use chlorine test kit, snake machine, voltage meter and electrical tools.
- Ability to anticipate, recognize and evaluate hazardous conditions, as well as develop hazard and safety control methods.
- Ability to read, analyze, and understand specs, blueprints, and plans.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Standing, walking, bending and climbing, heavy lifting/moving, standing, and climbing while inspecting or monitoring various projects and construction sites.
- Use of close vision while reading blueprints, specs, reports, and other documents.
- Position requires ability to lift 50 lbs.
- Noise level is usually high.

**WORK ENVIRONMENT:**

- Water/Wastewater OPERATORS shall be in a rotating 7 day a week schedule. OPERATORS shall also be responsible to cover Holidays, Administrative Days (SPOT CHECKS) and on-call.
- Work is performed in an outdoor environment.
- May be required to work at high locations and in confined spaces.
- Exposure to water, chemicals, hazardous materials, slippery floors, raw sewage and noise while performing duties.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may arise.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.