



ALASKA NATIVE TRIBAL HEALTH CONSORTIUM
Office of Human Resources
4000 Ambassador Drive
Anchorage, Alaska 99508
Telephone: 907-729-1301
Facsimile: 907-729-3638

UTILITY MANAGEMENT SPECIALIST	
Approved Date: March 22, 2016	ICPA Level: 3
Job Code: 80314	FLSA : Exempt

JOB SUMMARY: Responsible for the daily utility operation of assigned communities in the Alaska Rural Utility Collaborative (ARUC), including supervision of utility operators, budgeting of expenses and revenues, and utility maintenance.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Responsible for the daily water and sewer management of assigned communities in the Alaska Rural Utility Collaborative (ARUC), to include assessments, maintenance review, budget analysis, monthly billing, and quarterly reports to the ARUC Manager.

Assist in the maintenance and annual organization of the Sanitation Deficiency System and State of Alaska Capital Improvement Program grant applications, and other annual funding sources beneficial to the assigned ARUC communities.

Provides technical assistance and support services to promote the operation, maintenance, and extended operational life of assigned ARUC community water treatment and wastewater disposal facilities. Identifies, researches and recommends solutions to sanitation and water facility problems.

Works closely with Remote Maintenance Workers (RMWs) and Environmental Health Officers (EHOs) to provide assistance for sanitation facility emergencies and water- or sewer-related public health concerns in ARUC communities.

Inspects equipment, and reviews plans and specifications for water and sewer repair or expansion projects. Reviews, evaluates and recommends improved process control methods to improve operation and maintenance of drinking water, wastewater and solid waste facilities.

Provides training and instruction to water and wastewater plant operators as needed to operate ARUC community water and sewer facilities. Reviews, researches and recommends changes to technology and procedure.

Supervises and sets working hours for Lead Water Plant Operator in each assigned ARUC community.

Locates problems and directs repairs of sanitation facilities. Inspects facilities to ensure compliance with state codes, standard department procedures, and ANTHC policy.

Installs, repairs and replaces equipment as needed; follows safety precautions and procedures according to department policy.

Provides prioritized sanitation facility needs for each community, with cost estimates to repair needs, to the ARUC Manager.

Coordinates technical support resources with internal departments, regional health organizations and the state and Federal agencies.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS

- Knowledge of applicable environmental health statues, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of federal and state laws, rules and regulations for drinking water and wastewater treatment.
- Knowledge of mechanical processes and chemical treatments for water and wastewater systems.
- Knowledge in the use of tools, materials, and equipment used in sanitation facilities.

- Skill in analyzing and resolving water and wastewater operations issues.
- Skill in establishing and maintaining effective working relations with co-workers and representatives from other local, state and federal agencies.
- Skill in reading and evaluating blueprints and technical schematics.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM EDUCATION QUALIFICATION

A Bachelors of Science degree in Civil Engineering, Health Sciences, Physical Sciences or related fields from an accredited university or college program. An equivalent combination of relevant education and/or training may be substituted for experience.

MINIMUM EXPERIENCE QUALIFICATION

Non-supervisory - Three (3) years of rural water and wastewater treatment, design, survey or management experience. Three (3) years of management experience in rural Alaska, with demonstrated computer and mechanical experience can be substituted for water and wastewater experience. An equivalent combination of relevant education and/or training may be substituted for experience.

PREFERRED EXPERIENCE QUALIFICATION

Rural Alaska water, sewer, or management experience preferred.

MINIMUM CERTIFICATION QUALIFICATION

Depending on the needs of the organization, some incumbents in this job class may be required to obtain additional certifications or training in one or more specialty areas.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. May be required to lift approximately 50 pounds. May be exposed to infectious diseases and hazardous working environments with heavy machinery and extreme weather conditions. Requires frequent travel to remote locations by boat, snowmobile, ATV or small plane.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Print

Employee Signature

Date

Supervisor Signature

Date