

JOB ANNOUNCEMENT

POSITION: Assistant Water & Sanitation Manager

DIVISION: Tribal Administration

SUPERVISOR: Director Water & Sanitation

GRADE: \$ 21.31 (Grade 19, Step 01)

CLASSIFICATION: Non-Exempt

LOCATION: Owyhee, Nevada

OPENS: May 22, 2024

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.**

Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS:

This position is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal/GSA vehicles and equipment on a regular basis. This individual works with hazardous chemicals

and in the course of their employment, regularly comes into contact with children and seniors.

JOB SUMMARY:

Under the supervision of the Water and Sanitation Director. The incumbents will be assisting in the replacement of the water mains, individual septic systems, and other water & sewer projects. The Temporary Water & Sanitation operators' responsibilities include the daily operation and maintenance of domestic fresh water wells, pumps, meters, distribution lines, etc. and the various sewer systems which include lift stations, manholes, lagoons, motor controls, mains, and other apparatuses.

Specific Duties:

1. Operate and maintain equipment such as 40J Backhoe, dump truck, sewer vacuum truck, W&S Vehicles, generators, etc.
2. Check pump houses and lift stations daily and keep an accurate log for each includes weekends.
3. Monitors water and sewer systems and make repairs as needed.
4. Pump septic tanks and sani-huts and occasionally make repairs as needed.
5. Follow OSHA safety regulations and practices at all times.
6. Will level trenches using shovel and compactor.
7. Will lay various types of water line and back fill.
8. Will operate and maintain equipment or tools during the course of the Project.
9. Will perform other duties as assigned by supervisor.

Minimum Qualifications:

1. Must have four years' experience in the Construction field.
2. Must have High School Diploma or GED
3. Must have a valid Idaho or Nevada driver's license (as a policy for insurance purposes, a routine check will be conducted on all drivers for the Shoshone-Paiute Tribes).
4. Must be physically able to perform the job duties.
5. Must be willing and able to obtain an Idaho or Nevada Commercial Driver's License with a tanker endorsement.
6. Must be willing and able to travel and obtain various water and sewer certifications through the Indian Health Services programs.