

## **JOB Announcement**

**Position:** Seasonal Ditch Rider

**Program:** Irrigation

**Department:** Water/Irrigation Resource Department

**Supervisor:** Water Master Foreman/Water Resources Director

**Division:** Tribal Administration

**Classification:** Non-Exempt

**Salary Range:** \$14.23 - \$18.78 (Grade 12, Step 01 – Grade 18, Step 01)

**OPENS: May 3, 2022**

**CLOSES: May 17, 2022**

**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 are 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.**

### **SPECIAL CONSIDERATIONS:**

This position is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis. This person comes into close contact with children and seniors in the course of delivering services to the community. This individual works in hazardous environments (machinery, electricity, chemicals).

## **PERSONAL RELATIONS:**

- A. Getting Along with Fellow Employees and Supervisor. This is basically a common-sense practice. Treat others as you feel you should be treated. Be helpful, courteous and do not let personal feelings interfere with your work.
- B. Meeting and Working with the Public. You deliver water for their convenience not yours. Treat all water users the same with no special treatment to any one individual. Public Relations are very important to the Duck Valley Irrigation Project, because what you say and how you say it is a direct reflection upon the Project. Have a positive attitude, try to resolve problems early on rather than let them build into larger ones.
- C. Reporting all Conditions Involving Project Employees and its' Property. Inform management that a problem exists. You need to be very direct and precise so the problem can be solved before it escalates. If you are injured on the job (no matter how minor) you must report immediately to your supervisor. An accident report must be filed. If you have a flooding situation develop to where there is property damage involved, notify your supervisor immediately and take notes to file a report. Note the time, date, location, and put the information in report form. This must be completed signed and turned into your supervisor within 48 hours.
- D. Personal Appearance - Dress and appearance can only be required in a minimal way as far as the type of work that you might be doing. (No shorts, sandals, flip flops etc.)

## **JOB QUALITY:**

- A. Records – Document daily of work performed. Overtime must be pre-approved by management with the exception of emergency flooding. You must maintain monthly delivery records with the following criteria: (a) date, time, amount, and to whom water is being delivered. (b) Future all delivery records will be maintained in a computer and down loaded at least two times weekly.
- B. Regulation of Water - You should run your laterals in a well - regulated manner, conserving whenever possible. Lock down all head gates so the Project has positive control of its water at all times.
- C. Water Management - Accurate water measurement will be required at all times. Allow some water for evaporation depending on the length of the water users ditch. You must be fair to everyone on the Project. Some delivery points might not have a large enough water right to even begin to irrigate.

## **WORK HABITS:**

- A. Observance of Working Hours - Ditch rider season work will vary depending on your ride. Irrigation Season time will begin at 7:30 a.m. With their water orders in hand. In the summer every day can be different, therefore, hours can change. Try to ride your ride as consistently as possible; our water users get use to this and might want to talk to you. Try to keep conversation to a minimum and keep it on irrigation business. Winter hours are from 7:00 a.m. to 5:30 p.m. with 30 minutes off from 12:00 pm. to 12:30 p.m. for lunch. You are expected to carry your lunch with you. **NO EXCEPTION UNLESS PRIOR APPROVAL IS GIVEN BY MANAGEMENT IN WRITING.**

- B. Compliance with Work Instructions - In the winter months, work will be on the maintenance team, according to the work orders. Never proceed to a job unless you fully understand what the assignment is that you have been asked to do. If you come in early at the end of the day and you do not have a job assignment contact your supervisor for further instructions. If no supervisor is available, sweep out the shop areas, clean up the yard etc. Every time you are assigned a vehicle of any kind check the oil in the a.m. before you take it out. Fill it up with gas before you leave, and when you return. Check all fluid levels. If the vehicle is not functioning properly, report it immediately and do not attempt to drive it. Notify your supervisor and place the keys in his possession, not on the key rack.
- C. Performance - A ditch rider should be able to perform his job with minimal instruction once he has been trained although different situations arise which might require supervisor's intervention. (Always ask if you are not sure.)
- D. Ride Maintenance - Trash racks should be checked daily and cleaned as necessary. (Don't let moss grow on the trash). Measuring structures should be kept free of trash so readings will be accurate. Remove all check boards at the end of each irrigation season and store them in a secure location for the following season. Remove all locks, if possible at the end of the season.
- E. Care of Project Equipment - The Project trucks are to be kept clean inside and out. These trucks are provided for Project use only! At some point we hope to have 2 way radios. There will be no use for foul language and keep comments to yourself! A shovel, staff gauge, pitch fork, spray can, first aid kit, weed hook, hip boots, and a fire extinguisher will be provided. You will be held accountable to maintain and return in good working condition.
- F. During the water season, timely water delivery is the paramount reason our jobs exist. Serving our water users require our best effort. This job requires us to be available 24/7 during the water delivery season. During the fall and winter months when we are not delivering water our complete focus is preparing to deliver water. You will become part of a maintenance team and assigned maintenance work. We work four ten hour days with a half hour off for lunch. You are expected to bring your lunch with you. Mid-morning and midafternoon breaks is also part of an employees work day.
- G. During the water season generally from April 1<sup>st</sup> through October 31<sup>st</sup> this positions compensation is paid on a monthly basis equal to an 80 hour pay period. During the non water delivery season generally from November 1<sup>st</sup> through March 31<sup>st</sup> this position is paid an hourly wage equal to its monthly compensation. The actual switch over time period will be determined by payroll to coincide with normal pay periods.
- H. Other related duties as assigned by immediate supervisor.

**DUTIES AND RESPONSIBILITIES:**

1. Substitute for other ditch riders as needed.
2. Maintain an accurate maintenance file.
3. Assign water delivery orders as required.
4. Ability to interpret and enforce Water Rights Settlement Act, the Nevada Agreement, the Tribal Implementation Plan, and the Annual Water Resources Management Plan and the Water Code.
5. Review and initial time sheets.
6. On call on weekends or holidays as assigned.

### **ALL OTHER DUTIES AS ASSIGNED:**

This position will go beyond the regular work hours and will require on call status 24/7 during the water delivery season from April 1 to October 31 each year and the positions compensated is paid on a monthly basis equal to an 80 hour pay period. Outside the irrigation season will be deemed Operation & Maintenance (O&M) which is from November 1 through March 30 each year this position is paid an hourly wage equal to its monthly compensation. The actual switch over time period will be determined by payroll to coincide with normal pay scheduling. The position calls for four (4) ten-hour days with a half hour off for lunch break, you will be required to bring your own lunch with you. Mid-morning and mid-afternoon breaks not exceeding 15 minutes each will be allowed.

### **QUALIFICATIONS:**

- A. High School Diploma or GED Equivalent.
- B. Knowledge and/or experience in Water or irrigation program is preferred.
- C. Good communication skills (both oral and written).
- D. Ability to perform tasks requiring filing and sorting.
- E. Must be computer literate and must be able to keep a log spreadsheet on Excel or Word Program on a daily duties and activities is required.
- F. Possess or willing to acquire a Chemical Applicators License.
- G. A valid Idaho or Nevada Driver's License and the desire to acquire a Commercial Driver's License (CDL preferred but not essential). Must have a good driving record.
- H. Perform essential duties and responsibilities efficiently, accurately, and safely.

### **WORKING KNOWLEDGE OF:**

- A. Field Equipment (e.g. mobile radio, dozers, track machines, two-ton truck, 5-10-yard dump truck, back hoe, equipment transport truck, trailer and other field equipment the program may require.
- B. Knowledge of, or willing to learn basic water measurement skills.
- C. Basic knowledge of computer program such as Word, Excel, Publisher, and internet programs.

### **SUGGESTED DAILY ROUTINE:**

- A. 7:00 A.M. Receives Water Delivery Orders from Water master.
- B. 7:30 A.M. In field delivering water.
- C. Responsible for all yard and building maintenance.