

JOB ANNOUNCEMENT

POSITION: Team Leader II
SALARY: Grade 18-24; \$17.86 - \$23.94 D.O.E
DEPARTMENT: Duck Valley Irrigation Project
SUPERVISOR: Water Master Foreman
DIVISION: Water Resources
CLASSIFICATION: Exempt

Open: October 16, 2019 Closes: November 15, 2019

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 Human Resources 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 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).

DUTIES AND RESPONSIBILITIES:

1. Supports DVIP management and performs management duties when Water Resources Director or Foreman are absent or out of office.
2. Manages inventories and stock, including keeping detailed records of inventory.
3. Provides encouragement to team members, including: communicating, team goals, and identifying areas for new training or skill checks.
4. Assists management with hiring processes and new team member training.
5. Answers team member questions, helps with team member problems, and oversees team member work for quality and guideline compliance.
6. Communicates deadlines and project goals to team members.
7. Develops strategies to promote team member adherence to DVIP policies and performance goals.
8. Conducts team meetings to update members on best practices and continuing expectations.
9. Generates and shares comprehensive and detailed reports about team performance, mission-related objectives, and deadlines.
10. Ensures DVIP materials and physical working spaces meet and exceed Project presentation standards.
11. Provides quality customer service, including interacting with water users, answering enquiries, and effectively handling water users' complaints.

MINIMUM QUALIFICATIONS:

1. High School Diploma, GED Equivalent, or the ability to pass the GED exam within the first 6 months of hire. Failure to get at minimum GED before the end of the employee's probationary period will result in separation from the Department.
2. College degree preferred.
3. Knowledge and/or experience in Water or irrigation program is preferred.
4. A valid Idaho or Nevada Driver's License and a willingness to obtain a Commercial Driver's License (CDL preferred but not essential).
5. Two Years Supervisory Experience

PREFERRED QUALIFICATIONS:

- 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 browsers is preferred, but not required.
- D. Good communication skills (both oral and written).
- E. Either Bureau of Indian Affairs or Bureau of Reclamation Water Management Training not required, but preferred for the position.