

Re-Advertised JOB ANNOUNCEMENT

POSITION: **Water & Sanitation Director**
PROGRAM: **Water & Sanitation**
DIVISION: **Tribal Administration**
SUPERVISOR: **Tribal Administrator**
SALARY: **Grade 21-27 DOE (\$20.68 - \$27.44)**
CLASSIFICATION: **NON-EXEMPT**
LOCATION: **Owyhee, Nevada**

OPENS: August 5, 2020 **CLOSE: 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 during their employment, regularly comes into contact with children and seniors.

JOB SUMMARY:

Under the supervision of the Tribal Administrator the incumbent will be assisting in the replacement of the water mains, individual septic systems, and other water & sewer projects. The Water and Sanitation Director 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. Responsible for development of an annual budget.
2. Responsible for records data such as reservoir water elevation, power consumption, equipment and manpower utilization.
3. Responsible for communicating with the USEPA on a monthly basis for safe drinking water rules and regulations and for submitting required monthly and annual reports, also for development of an annual Consumer Confidential Report to drinking water customers.
4. Responsible for documented reports and checking meter housing systems on number of users, amount of water used and other data required by law, monitoring water and sewer system and make repairs as needed.
5. Responsible for monitoring calls from consumers regarding pressure complaints, service request, etc.; and keeps on dispatching activities.
6. Responsible for controls and maintains records system for water and service fees on residential, commercial and industrial establishment.
7. Responsible for reading flow meters and gauges to regulate equipment according to water consumption and demand.
8. May test water for chlorine content, alkalinity, acidity or turbidity to determine potability of water, following color analysis standards. Responsible for development of a preventative maintenance schedule.
9. Supervises and maintains equipment in wastewater (sewage) treatment and disposal facility.
10. Responsible to pump septic tanks and Sani-huts and occasionally make repairs as needed and supervises OSHA safety regulations and standards in accordance with state and federal laws concerning water and sewage systems.
11. Will perform other related duties as assigned by immediate supervisor.

Minimum Qualifications:

1. Must have four years' experience in the Construction field.
2. 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).
3. Must be physically able to perform the job duties.
4. Must be willing and able to obtain an Idaho or Nevada Commercial Driver's License with a tanker endorsement, within 6 months of employment.
5. Must be willing and able to travel and obtain various water and sewer certification.