

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PERSONNEL DEPARTMENT FAX: 406.675.2711
CSKT Website: csktribes.org
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******VACANCY ANNOUNCEMENT******

TITLE: Watercraft Inspector
Up to 20 Contract Positions

LOCATION: Natural Resources Department
Division of Fish, Wildlife, Recreation & Conservation

WORK SITES: Kalispell, Ravalli & St. Ignatius

SCHEDULE: Full time, Part-time & On-call

SALARY: \$14.50-\$16.33 per hour
(Full-time, Part-time & On-call)

CLOSING DATE: Thursday, March 1st, 2018 @ 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a mandatory six-month probationary period.**

The Seasonal Watercraft Inspector is a specialized, seasonal position responsible for carrying out duties related to projects conducted by the Natural Resource Department's Information & Education/Aquatic Invasive Species (AIS) Program. Most of the work will be in the field.

Duties of the position include, but are not limited to:

- Assists with watercraft inspections including, but not limited to:
 - Open, close and operate watercraft inspection stations;
 - Perform detailed watercraft inspections and decontaminations in a safe, responsible, courteous and timely manner;
 - Operating hot water, high pressure watercraft decontamination equipment to remove AIS from infected boats to insure all watercraft are clean, drained and dry;
 - Implementing identified protocols for control of AIS;
 - Accurately collect, record, enter and verify field data from boaters surveys using a computer, performing miscellaneous clerical duties as assigned;
 - Maintain professional presence and demeanor at all times;
 - Maintaining field and laboratory equipment, and office/shop space.
- Assists with watercraft inspections within Flathead Basin waters including:
 - Interviewing watercraft operators with regards to their boating activity;
 - Assisting in a campaign to educate the public about AIS;

- Assists in all aspects of the AIS efforts within the Flathead Basin
 - Collaborate with Tribal, City, County, State and Federal Law Enforcement Officers.
 - Organize, clean, and conduct site maintenance.
 - Operation of heavy equipment, including hot water, high pressure decontaminations units in a safe and effective manner.
- Assists with preventing invasion of non-native mussels.
- Performs other miscellaneous assignments, as directed by supervisor.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

The Watercraft Inspector position is required to have a high school diploma or G.E.D. Some post-high school education in natural sciences, customer service or education is desirable.

The employee must have knowledge of the following:

- The geographical areas of the Flathead Basin;
- Basic math;
- Grammar and spelling;
- Basic computer skills.

The employee must have the ability to do the following:

- Establish and maintain effective working relationships with co-workers, the general public, and people from other jurisdictions;
- Follow written and verbal instructions and communicate effectively;
- Maintain and complete accurate records;
- React calmly to a potentially hostile public;
- Learn complicated watercraft inspections and perform them accurately;
- Qualify as physically capable based on an acceptable “physical condition” test;

SPECIAL REQUIREMENTS

Be insurable under the Tribe’s insurance policy.

SUBMIT:

1. Completed Tribal employment application.
2. Certified copies of relevant academic transcripts and training certificates.
3. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.
4. Proof of a valid driver’s license.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Tyshina Whitworth, Personnel Office, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700, ext. 1043.

FOR MORE INFORMATION:

Contact: Germaine White, NRD Division of FWRC @ 406.675.2700, ext.7299.