

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******VACANCY ANNOUNCEMENT******

TITLE: Certified Community Systems Operator in Training

LOCATION: Salish Kootenai Housing Authority
Pablo, MT.

SALARY: \$15.27 to \$17.55 per hour

CLOSING DATE: Thursday, May 30, 2024 at 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 serve a mandatory six (6) month probationary period.**

This position is an integral part of the Water and Wastewater Operations Program, under the direction of the CS Certified Water/Wastewater Operator. The Operator-in-training assists in the operation, maintenance and repair of operating all community water and wastewater systems. The Operator-in-training will exercise good judgment and have responsibility for results. Primary work activities under this system include but are not limited to the following:

DUTIES:

- Assist in guaranteeing that current EPA regulations and compliance of the Water and Wastewater standards are met.
- Responsible for completion of preventative maintenance schedules to include but not limited to flushing system, chlorination, emptying baskets, mowing, checking pump houses, etc. Performs periodic maintenance inspections on all systems to ensure systems and equipment are working at peak performance. Requires scaling water towers periodically.
- Assists with all routine service repairs and any emergency work repairs as needed. Operator-in-training will be on call status upon completion of probation period.
- Maintains accurate records of work performed and submits detailed daily work reports.
- Assists with well and pump repairs on community systems.
- Assist with installation/upgrade of meters and curb stops and on occasion complete repair to the water or wastewater mainlines as needed.
- Assist in the completion of required system water quality samples and lagoon discharge testing as required by EPA. Occasionally deliver water samples to laboratory.
- Responsible to perform all required chlorine level readings and calculation of required disinfection levels on community systems where chlorination is required.
- Responsible for logging work performed on clipboards located in the community system pump houses.

- Read all water monitoring meters. Upload monitoring data into software. Verify readings in cases where consumption appears to be abnormal. Inspect meters for unauthorized connections, defects and damage. Connect and disconnect services at specific locations. Report any problems such as irregularities, damaged equipment, blocked meter access, etc.
- Post final notices at specific locations. Turn off/on water services as necessary.
- Identify safety hazards and application of all appropriate safety rules and regulations pertaining to the community water/sewer environment.
- Performs daily vehicle inspection and responsible to schedule periodic services of vehicle. Maintain inventory of vehicle, equipment and tools assigned. Submit weekly vehicle inspection reports when required.
- Responsible to keep all vehicles and equipment under his/her care properly secured when not in operation and ensure it is clean and free of debris.
- Ensures the operation of vehicles and equipment is in a safe and prudent manner at all times.
- Performs other duties as assigned.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Completion of high school diploma or possess a GED equivalent.
- Operator-in-training must be able to obtain State certification for Certified Water Operator within 2 years of employment and Waste Water Operator within 3 years of employment.
- Have two years' experience as Maintenance Technician.
- Commercial driver's license is desired but not required.
- Must be physically capable to perform strenuous tasks in adverse weather conditions.
- Must be able to work some evenings and weekends when on call.
- Must possess a current valid Montana Driver's license and have no alcohol related convictions within the past three years.

 **Interested applicants may obtain further information by requesting a copy of the full position description.**

SUBMIT:

1. Complete Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid Driver's License.
4. If enrolled in a Federally recognized Tribe other than CSKT, please submit proof.
5. If claiming Veterans preference, submit a copy of the DD214 form.

❖ FAILURE TO SUBMIT THE ABOVE DOCUMENTATION MAY RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

 **INCLUDE A LETTER OF REFERENCE, COVER LETTER OR A RESUME AS A PERSONABLE SUPPLEMENT TO THE APPLICATION PACKET.**

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo MT 59855, Telephone 406-675-2700, Ext. 1040, personnel@cskt.org. **FOR MORE INFORMATION:** Contact Raquel Davis, Community Systems Program Manager @ 406.675.2700, Ext. 1508.