

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PABLO MT 59855
406-675-2700
PERSONNEL OFFICE FAX: 406-675-2711
WEBSITE ADDRESS: csktribes.org
E-mail: shelley.grenier@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: National Monitoring Center Supervisor
Contract position

LOCATION: Natural Resources Department

SALARY: \$21.61 to \$25.06 per hour

CLOSING DATE: Thursday, December 5th, 2019 at 5:30 p.m.

SPECIAL CONDITIONS:

This is 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.**

DUTIES:

The National Monitoring Center (NMC) Supervisor is a full time, 40 hour per week, position responsible for providing monitoring, notification, documentation, and referral function of the Safety of Dams EWS National Monitoring Center in the Tribal Safety of Dams Programs. This Position directly supervises the National Monitoring Center System Monitor positions in the Safety of Dams Program. The execution of the duties in a proper and concise manner and in a timely fashion are important to the safety of human life and property. The performance of these duties are critical to other Tribal and Bureau of Indian Affairs National Dam Safety Monitoring Program. All employees will be provided with a copy of the BIA NMC SOP manual, which is subject to change as necessary. All employees are required to strictly adhere to everything detailed in the BIA NMC SOP manual as a condition of employment The BIA NMC SOP manual details employee responsibilities and job duties.

DUTIES INCLUDE:

- Monitor the web based National Monitoring Center computer software programs as they run to determine when pre-determined criteria and thresholds have been exceeded at Safety of Dams monitoring sites.
- Monitor the web based internet sites by the National Weather Service and others to determine weather patterns that may result in excessive precipitation events at BIA Dams and Safety of Dams monitoring sites.
- Monitor the web based internet sites by the US Geological Survey and other streamflow gaging sites to determine if streamflow and runoff may result in excessive runoff events at Safety of Dams monitoring sites.
- Monitor the existing Safety of Dams Office, Crow Dam, and Pablo Dam Video Surveillance System to determine if seepage, sink-holes, and sloughing conditions at the dams may result in failure of the dam. Monitor the Video Surveillance Systems for security at the dam. Monitor other Video Surveillance Systems from other dams as they are included in the National Monitoring System.
- Monitor the Mission Valley Power Emergency Dispatch phone lines, and assist Mission Valley Power customers and personnel as detailed in the MVP SOP.
- When pre-determined dam safety criteria, thresholds, and conditions have been met or exceeded, provide notification of the conditions to appropriate personnel.
- Follow pre-determined procedures and provide notification to appropriate personnel using

telephone, Fax machine, Fax by computer, and email.

- Document in a computer log or paper clipboard log, all activities involving notification by telephone, Fax machine, Fax by computer, and email.
- Document all important and relevant dam safety activities such as notifications, referrals, computer problems, etc. in the National Monitoring Center system in a computer log or paper clipboard log.
- Document the presence of all authorized and unauthorized personnel in the office at the prescribed time intervals.
- Provide administrative staff documentation for the processing of payroll.
- File monthly reports to Mission Valley Power on activities conducted under agreement.
- Answer phone inquiries and other requests via Fax or email to provide EWS information regarding events and alarms in the National Monitoring Center system.
- Train the NMC Monitor positions in the processes and procedures required in the monitoring activities of the Safety of Dams EWS National Monitoring Center system in the Tribal Safety of Dams Program.
- Provide direct supervision of the positions of NMC Monitors in the Safety of Dams Program. Fill in and perform the NMC Monitoring duties when there is a vacancy in the scheduled work shifts of the NMC Monitors.
- Perform other duties as required.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- A bachelor's degree in a natural resource management field, business, information technology, engineering, geospatial information systems, or a closely related field, or an equivalent combination of education and experience.
- Possess computer skills and experience utilizing Microsoft File Explorer, Microsoft Word, Excel, Power Point, and Adobe Reader, as well as proficiency with regular and frequent communication through e-mail and the Internet.
- Experience in working and communicating with the public, or in an office working with other personnel where communicating information was important to that position.
- At least five years of experience in supervision and training of other employees, especially within the Tribal organization.
- Must possess a valid Montana Driver's License and be insurable under the Tribes policy.
- Must wear Tribal Government identification and safety apparel as required.
- Must successfully complete defensive driving on-line course upon hire and every-three years thereafter.

DESIRABLE QUALIFICATIONS (AS DETERMINED IN THE INTERVIEW PROCESS):

- Request a position description for detailed desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript.
3. Copy of current valid driver's license.
4. Proof of enrollment in a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Cynthia Matt, Personnel Office, P.O. Box 278, Pablo MT 59855, at 406-675-2700 Ext. #1029.

FOR MORE INFORMATION:

Contact: Gregory Wilson, Safety of Dams Program Manager @ (406) 675-2700 Ext. #6215.

**NATIONAL MONITORING CENTER SUPERVISOR
CONTRACT POSITION
NATURAL RESOURCES DEPARTMENT**

The successful applicant must possess a Bachelor's Degree in a natural resource management field, business, information technology, engineering, geospatial information systems, or a closely related field, or an equivalent combination of education and experience. Possess computer skills and experience utilizing Microsoft File Explorer, Microsoft Word, Excel, Power Point, and Adobe Reader, as well as proficiency with regular and frequent communication through e-mail and the Internet. Experience in working and communicating with the public, or in an office working with other personnel where communicating information was important to that position. At least five years of experience in supervision and training of other employees, especially within the Tribal organization. Must possess a valid Montana Driver's License and be insurable under the Tribes policy. Must wear Tribal Government identification and safety apparel as required. Must successfully complete defensive driving on-line course upon hire and every-three years thereafter. All applicants are required to submit a Tribal application, copies of relevant academic transcripts and/or certificates, a copy of current valid driver's license and proof of enrollment from a federally recognized Tribe if other than CSKT and if claiming veteran's preference, a copy of DD214 must be submitted. **This position is a (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by CSKT must pass pre-hire drug test and serve a mandatory six (6) month probationary period.** Salary range \$21.61 to \$25.06 per hour, plus benefits. To apply, contact Personnel at (406) 675-2700 Ext. #1043/1259. Tribal applications are also available online at csktribes.org. Closing date will be Thursday, December 5th, 2019 at 5:30 p.m.

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

PLEASE PUBLISH IN THE CHAR-KOOSTA CLASSIFIED ADS ON:

1. **Thursday, November 14th, 2019**
2. **Thursday, November 21st, 2019**
3. **Thursday, November 28th, 2019**

PLEASE PUBLISH IN THE VALLEY JOURNAL CLASSIFIED ADS ON:

1. **Wednesday, November 13th, 2019**
2. **Wednesday, November 20th, 2019**
3. **Wednesday, November 27th, 2019**

**BILL TO: NATURAL RESOURCES DEPARTMENT
DIVISION OF ENGINEERING & WATER RESOURCES
P.O. BOX 278
PABLO, MT. 59855**

If you have any questions, feel free to contact Shelley Grenier @ (406) 675-2700, Ext. #1042.FAX (406) 675-2711 or E-Mail: shelley.grenier@cskt.org