

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
(406) 675-2700  
PERSONNEL OFFICE FAX: (406) 675-2711  
WEBSITE ADDRESS: [www.csktribes.org](http://www.csktribes.org)  
E-mail: [shelley.grenier@cskt.org](mailto:shelley.grenier@cskt.org)**

**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Water/Sewer Operations Manager

**LOCATION:** Salish Kootenai Housing Authority  
Pablo, MT.

**SALARY:** \$35.46 to \$40.76 per hour

**CLOSING DATE:** Thursday, May 16, 2024 at 5:30 p.m.

**SPECIAL CONDITIONS:**

**This position 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 consists of full working level supervisory, administrative and management work involving the direction of the Water/Sewer Operations Water Facilities Department.

**Work activities under this system include, but are not limited to the following:**

- Directs W/S Operations Water Facilities department activities, initiates and develops appropriate operating procedures, supervises staff to ensure the Department follows established policies, carrying out and evaluating policy decisions and procedures accepting responsibility for recommendations and outcomes.
- Develop and initiate with input from, department priorities, plans and goals. Develops and maintains appropriate plans for department activities to provide adequate supply of specialized projects based on Housing needs and priorities. Responsible for maintaining high standards for-customer service. Responds to concerns, resolving complaints in a timely manner.
- Responsible for establishing, communicating, interacting and maintaining a good working relationship with the public sector, Tribal, Environmental Protection Agency (EPA), Indian Health Service (IHS), Rural Utilities Service (RUS), offices to ensure the credibility of the Tribal Organization and the Department.
- Initiate dialog with funding resources for specialized project needs and priorities of the Housing Authority. Manages a variety of alternatives funding sources i.e. EPA, IHS and RUS for the department. The position is responsible for directing a wide range of services needed to provide water and/or wastewater facilities for forty-two (42) community systems and to eligible IHS recipients Tribal individuals.

- The position functions as a first- and second-line supervisor and performs supervisory duties such as evaluating performance, identifying training needs, recommending personnel actions and invoking discipline. Develops performance objectives and standards, writes positions descriptions, provides advice and guidance on personnel management and concurs and recommends personnel actions initiated by program managers and project engineer.
- Implements changes in job structures, methods, procedures and workflow to reflect changes within the department. Reviews work to assure high quality, acceptable cost and accomplishment of department goals.
- Responsible for management and oversight of all Water and Sewer Department budgets. Maintains accounts for financial activities of the Department, submits all required reports. Responsible for approving all financial expenditures of the Department. Reviews records of all financial obligations and ensures that obligations are completed in an approved manner. Meet with subordinate staff to review operation and budgets. Monitors and amends budgets as needed to maintain budget balances.

## **MINIMUM RECRUITING QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- Bachelor's degree in public administration or similar field and three years of relevant experience; or any equivalent combination of training and experience. Must have a minimum of five years' experience in supervisory, administrative and fiscal management field. Five years' experience in the water and wastewater field in individual and community installations and operations. Must obtain certification as a "Certified Operator" within one year of employment.
- Must possess a current Montana Driver's license and have no alcohol related convictions for the past three years. Must be able to travel out of the area for meeting, training, and conferences.
- This is not a testing designated position.

 **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.

**FOR MORE INFORMATION:** Contact: Jody Perez, Executive Director @ 406.675.4491, Ext.1543.