

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406-675-2700
PERSONNEL OFFICE FAX: 406-675-2711
CSKT Website: csktribes.org
E-mail: shelley.grenier@cskt.org**

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

TITLE: National Monitoring Center Monitor
(1 or more positions)

LOCATION: Safety of Dams & Roads Complex – Ronan, MT

WORK SCHEDULE: Thurs.-Sun. 10PM-8AM (1 position)
Sat.-Tues. 10PM-8AM (2 positions)

SALARY: \$13.67 to \$15.78 per hour

CLOSING DATE: Thursday, June 18th, 2020 @ 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.**

The National Monitoring Center Monitor is a full-time, 40-hours 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.

DUTIES:

Monitoring

- 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 stream flow gauging sites to determine if stream flow and runoff may result in excessive runoff events at Safety of Dams monitoring sites.
- Monitor the existing Safety of Dams Office. Monitor Video Surveillance Systems for other dams, as they are included in the National Monitoring Center.
- Monitor the Mission Valley Power Emergency Dispatch phone lines, and assist Mission Valley Power customers and personnel as detailed in the MVP SOP.
- Monitor the "Special Instructions" spreadsheet and update it when necessary, as directed by the Monitor Supervisor. Monitor the BIA NMC website.

- Monitor incoming calls from general public for CSKT Fish and Game Program regarding wildlife related issues on the Flathead Indian Reservation. Complete the CSKT Fish and Game Program Complaint Intake Form with the caller as completely as possible, as detailed in the CSKT Fish and Game Call Center SOP.
- Perform other monitoring duties as required.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- High school diploma from an accredited high school or a GED.
- Possession of, or eligibility for, a Montana State Driver's License.
- Must be able to type at least 30 words per minute and have the ability to read a map and locate states and cities in the Western United States.
- Experience in surfing the Internet.
- Training or experience with word processing and spreadsheet software WORD and EXCEL. Must be able to open a WORD file, cut and paste a portion of a WORD document, and save the WORD document.
- Experience in working and communicating with the public, or in an office working with other personnel where communicating information was important to that position.
- Must be able to work throughout the entire shift and be able to stay awake and alert for the duration of the shift.
- Must be able to communicate clearly by enunciating and speaking words in a clear and understandable manner. Must be able to write clearly and legibly.

SUBMIT:

1. Completed Tribal employment application.
2. Completed supplemental questionnaire for background investigations.
3. Certified copies of relevant academic transcripts and training certificates.
4. Copy of a valid Montana State Driver's License.
5. Proof of enrollment from a federally recognized Tribe if other than CSKT.
6. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo MT 59855, Telephone 406-675-2700 Ext. 1043 or 1259.

FOR MORE INFORMATION: Contact: Greg Wilson, Safety of Dams Program Manager @ 675-2700, Ext. 6215.

**NATIONAL MONITORING CENTER MONITOR
1 OR MORE POSITIONS
NATURAL RESOURCE DEPARTMENT**

The successful applicant must possess a High school diploma from an accredited high school or a GED. Possession of, or eligibility for, a Montana State Driver's License. Must be able to type at least 30 words per minute and have the ability to read a map and locate states and cities in the Western United States. Experience in surfing the Internet. Training or experience with word processing and spreadsheet software WORD and EXCEL. Must be able to open a WORD file, cut and paste a portion of a WORD document, and save the WORD document. Experience in working and communicating with the public, or in an office working with other personnel where communicating information was important to that position. Must be able to work throughout the entire shift and be able to stay awake and alert for the duration of the shift. Must be able to communicate clearly by enunciating and speaking works in a clear and understandable manner. Must be able to write clearly and legibly. **Available Shifts:** Thurs.-Sun. 10PM-8AM and Sat.-Tues. 10PM-8AM. All applicants are required to submit a Tribal application, completed supplemental questionnaire for background investigations, copy of relevant transcript and/or certificate, a copy of a valid Driver's License and proof of Tribal enrollment from a federally recognized Tribe if other than CSKT and if claiming veteran's preference a copy of DD214 must be submitted. **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.** Salary range is \$13.67 to \$15.78 per hour, plus benefits. To apply, contact Personnel at 406-675-2700 Ext. #1043 or #1259. Tribal applications are also available online at csktribes.org. Closing date will be Thursday, June 18th, 2020 at 5:30 p.m.

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

PLEASE PUBLISH IN THE CHAR-KOOSTA CLASSIFIED ADS ON:

1. **Thursday, June 4th, 2020**
2. **Thursday, June 11th, 2020**

PLEASE PUBLISH IN THE VALLEY JOURNAL CLASSIFIED ADS ON:

1. **Wednesday, June 3rd, 2020**
2. **Wednesday, June 10th, 2020**

BILL TO: NATURAL RESOURCES DEPARTMENT
DIVISION OF ENGINEERING & WATER RESOURCES
SAFETY OF DAMS 24/7
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