

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez Tribal Chairperson	Ida Riggins Tribal Vice Chairman	Russell Eleck Recording Secretary	Jolie George Tribal Secretary	Brandy McDaniels Tribal Treasure	Andrew Mike Sgt-At-Arms
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Position Description

Title: PWS Coordinator
Department: PRT Public Water Systems
Reports To: Tribal Administrator
Classification: Exempt/ Full Time
Pay: \$58,000.00 -\$62,000 DOE

Job Summary:

This position ensures that all tribal departments, programs, sub-entities, and their contractors comply with all applicable, Tribal and Federal laws, including the Tribal Employment Rights Ordinance (TERO) and the Indian Preference Act. All projects; full construction, maintenance, or contracting, consultants are developed and planned through this position with the involvement of the Tribal Council and the Tribal Administrator. This position requires accounting, organizational, and budgetary skills, as well as communications with federal, state, and other government agencies, and entities. This position requires traveling throughout the 100 square mile service area collecting water samples for the distribution system monitoring program.

Essential Job Duties and Responsibilities:

The PWS Coordinator is expected to perform a wide range of office and field duties relating to the program requirements such as:

- Ensures the proper forms are produced, maintained and distributed to laboratories, EPA and other appropriate entities for records retention.
- Must develop and maintain a comprehensive sample siting plan (CSSP).
- Ensure billings are updated and current for each individual water distribution site, both business and residential, working with the finance department to complete in a timely manner.
- Direct, inspect, train, check and review, all work of crews involved in construction, maintenance, and repair of water mains, services and equipment. Develop a predetermined schedule of inspections and work.
- Respond to and resolve customer complaints.
- Plans organizes, directs, coordinates, and reports on the activities of the PRT's PWS Department.
- Trains and supervises other subordinate staff or contractors that may be hired in activities related to water distribution.

- Provides a monthly update to the PRT Tribal Council.
- Attends meetings of the PRT Tribal Council and advises as necessary and appropriate the needs of the PRT PWS to keep the system compliant within federal, state, and tribal laws, and regulations.
- Shall be available for local and out of the area travel as required for job related training.
- Shall attend all required meetings and functions as requested.
- Collect water samples to be sent to the laboratory, any samples required to be sent to the EPA are sent the following month after the test on the 10th.
- Be able to repair, replace, and maintain water distribution lines and equipment, and/or schedule these duties with contractors.
- Serves in emergency standby capacity; provides customer service and repairs during after hour periods when necessary, including holidays and weekends.
- Other related job duties as assigned.

Qualifications:

- Have the ability to work effectively with Native American People in a culturally diverse environment.
- Have good time management skills, and be able to work under stressful conditions.
- Have the ability to establish and maintain good working relationships with the public, employees, and agencies.
- Any combination of training, education and experience that demonstrates an ability to perform the duties of the position.
- Performs a full range of meter maintenance duties, repairs leaks, tests and replaces meters, reads meters, and performs shut-offs as required.
- Have the ability to follow written and oral instructions.

Education and Experience:

- Must possess a high school diploma or equivalent, courses in water distribution field, and or workshops, seminars or training that may apply.
- Must have a minimum of one year experience in the field or similar field, including responsibility or knowledge of EPA regulations for water sampling and reporting.
- A valid State of California Department of Health Services Water Distribution Operator Certificate (Grade 2 or Higher). Time may be granted to obtain certification.
- Must have a demonstrated ability to communicate with effectively with governing boards, management team members, and professional colleagues.
- Demonstrated ability to motivate and empower others, to make positive impacts on attitudes and self-esteem, and to maintain effective working relationships with culturally diverse groups in a wide range of professional interactions.
- Demonstrated ability to define problems, collect data, establish facts, and draw conclusions; ability to analyze and interpret an extensive variety of information, communicate findings and recommend solutions to the governing boards, managers, supervisors, and directors.
- Must have demonstrated abilities to initiate and follow through on complex administrative tasks, time management and meet deadlines.
- Adhere to all PRT policies including confidentiality.
- Must successfully pass a pre-employment drug and alcohol screening, and be willing to submit to a criminal background check.

Licenses

Must possess a current and valid California Driver's License with a record acceptable to the PRT Policy and insurance carrier.

Working Environment

The environment involves the usual risks and stress of a service position.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Indian Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

All candidates: This is a management position so please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.

Inquires, questions and applications specifics please contact:

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