

**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: cskt.org
E-mail: joanc@cskt.org**

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

TITLE: Project Engineer

LOCATION: Salish Kootenai Housing Authority – Pablo, MT

SALARY: \$22.72 to \$26.53 per hour
\$47,257.60 to \$55,182.40 per annum

CLOSING DATE: Monday, December 29, 2008 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 month probationary period.**

DUTIES:

- This position is an integral part of the Water and Sewer Department and performs field and office engineering duties associated with various phases of P.L. 86-121 construction projects, and includes accessing alternative funding for water and wastewater project needs. Assists in short term, long term planning program and evaluation of community water and wastewater systems.
- This position is responsible for the design, preparing the plans, specifications and cost estimates for community and/or individual water distribution systems, well drilling oversight, community and/or individual sewage collections and treatment systems.
- The position is responsible for work being of high quality, acceptable cost and accomplished by program goals. Review records and financial obligations of the Program to ensure that obligations are completed, in an approved manner with concurrence of the Division Manager. Maintain all I.H.S. files and records of past and present water/sewer as-built.
- The position is expected to communicate, coordinate and interact with EPA, the Tribal and Local Agencies to maximize the use of available resources for community water/wastewater facilities. Organize, maintain and update documents required EPA, I.H.S. and Tribe. Establish and maintain good communication with participants/customers and staff.

- The position is expected to carry out not only all the ordinary affairs of the position, but to meet unusual situations i.e. notifying public of health concerns, conditions of water supplied. Provide proper explanations with advice, by using the Housing policies, procedures and safe Drinking Water Act. Discuss with supervisor on matters of controversial or precedent-setting nature, i.e. water/sewer hook ups requested in communities with marginal water and/or sewer facilities.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must possess a bachelor's degree in civil engineering.
- Must be Montana registered P.E.
- Must possess four (4) years qualifying professional engineering experience including a minimum of two (2) years of supervisory experience.
- Must possess a minimum of two (2) years of administrative and fiscal management and/or any combination of both.
- Must possess a current valid driver's license.
- Must not have any alcohol related offenses for the past three (3) years.
- Must be able to travel out of area for training and conferences.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request copy of position description for detailed desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copies of relevant academic transcripts.
3. Copy of current valid driver's license.
4. Copy of Tribal enrollment verification if enrolled in a federally-recognized Tribe other than the CS&KT.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Jan Gardipe, Personnel Office, P.O. Box 278, Pablo MT 59855, @ 406-675-2700 ext. 1040.

FOR MORE INFORMATION: Contact Allen Sloan at @ 406-675-2700 Ext. #1532.