



PYRAMID LAKE PAIUTE TRIBE

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JOB ANNOUNCEMENT

TRIBAL BEACH MONITOR SUPERVISOR

\$18.32 – 19.25 per hour; Full-time
Class Code 376, Grade 18, Step 1-3; DOE

Date Posted: 09/23/2020

Date Closes: 10/06/2020

DEFINITION: Responsible for supervising the Beach Monitor beach while maintaining, monitoring and patrolling open range areas and designated beach areas to assure that users are meeting compliance with lake use; and provides information to all users of Pyramid Lake.

DUTIES & RESPONSIBILITIES:

Supervise Tribal Beach Monitors or volunteers as assigned. Develop and administer work schedules and maintain appropriate records.

Monitor budget for Beach Monitor division and plan according to short-term and long-term goals.

Direct the implementation of goals, objectives, policies and procedures for the Beach Monitor division.

Patrol the Pyramid Lake reservation and other tribal beaches to monitor Tribal ordinances and prevent vandalism.

Interact with the public to promote appropriate use of Tribal beaches and provide general information, directions and assistance to the public. Explain the basic regulations for use of recreational facilities to the public concerning safety and fire prevention.

Check to ensure that users have acquired the necessary permits and adhere to regulations pertaining to the protection of Pyramid Lake's natural resources. Refer to Rangers and/or Law Enforcement to issue verbal warnings or citations when appropriate.

Prepare and complete reports and records, and maintain daily activity logs.

Exercise surveillance of camping areas, assure cleanliness of campsites and beaches. Manually pick up litter and transfer trash cans to dumpsite, if needed.

Operate and maintain recreational vehicles.

May provide medical assistance when necessary.

Maintain inventory and account for all equipment or tools assigned to Beach Monitor units.

Submit logs and monthly reports in a timely manner.

Explain policies, procedures and enforcement of Tribal civil codes to all staff in the Beach Monitor division.

DUTIES & RESPONSIBILITIES cont.:

May coordinate volunteer work activities for youth or community service crews in beach clean-up effort.

Must be familiar with the Policies and Procedures of the Tribe.

Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: principles and methods of administration, including goal setting, needs assessment and program evaluation; Tribal recreational and hunting/fishing regulations; safety practices and precautions pertaining to the work; standard radio broadcasting policies and procedures.

Ability to: supervise subordinate staff and work effectively with Tribal leaders, staff and others contacted in the course of work; effectively express oneself in oral and written communications; monitor program budget; provide first aid methods and procedures; lift heavy objects when necessary; understand and follow oral and written directions; speak clearly; use and operate 2-way radio communication systems.

Skills: assist to implement goals, objectives, policies, procedures and work standards; prepare clear and concise reports, correspondence and other written materials; observe and accurately recall places, names, descriptive characteristics and facts of incidents; remain calm and take appropriate action in tense situations; make rapid, sound independent judgments within legal and procedural guidelines; read, interpret and apply complex regulations, procedures and policies; establish and maintain effective working relationships with those contacted in the course of the work.

Must be courteous, dependable and bondable.

Must possess a valid Nevada driver's license. Safe driving record as verified through the State Department of Motor Vehicles.

Must have own transportation to and from work site and maintain on-call availability. Must be willing to work off-hours, nights, weekends and/or holiday shifts.

Must be 21 years or older.

Must be able to pass a thorough background investigation.

REQUIRED EXPERIENCE AND TRAINING:

Graduation from High school or GED equivalent. First Aid, CPR or able to obtain within the first three months of employment. Experience in parks and recreation is desired or any combination of experience, education, training or other preparation which would indicate possession of the required knowledge, abilities and skills outlined above.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, extension 1119/1132.

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964 amended in 1991.