

PYRAMID LAKE PAIUTE TRIBE

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JOB ANNOUNCEMENT

PUBLIC UTILITIES DISTRICT DIRECTOR

Nixon, NV

\$48,609.60- \$51,064.00 per annum;

Full-Time, Exempt, CL: 535, Grade: 25, Step 1-3; DOE

Date Posted: 12/06/2019

Date Closes: 01/17/2020

DEFINITION: Performs departmental administrative and budget oversight, advising the Public Utilities Board on public utilities issues and programs. Exercises independent managerial direction within broad tribal policy guidelines. Administers and directs the Public Utility Program, which includes the Solid Waste, Water/Sewer Works, and the Wadsworth Transfer Station programs. Provides technical assistance to the Public Utilities District Board. Acts in accordance with the Water and Sewer Ordinance, the Solid Waste Ordinance, and the Illegal Dumping Ordinance to implement and enforce with the full-delegated authority of the Tribal Council.

DUTIES AND RESPONSIBILITIES:

Manage a utility office and procure necessary equipment and supplies. Prepare budgets; manage operation and maintenance budget to meet the needs of the Department. Maintain a computer system, office equipment, supplies and upgrades as needed for a fully functional office operation. Direct Public Utility District personnel to perform a variety of repair, maintenance and operational duties of the utility programs, which may include:

- a. Clean, paint, weld, maintain, replace screens, telemetry and monitoring devices on Community water tanks.
- b. Maintain and operate domestic water pumps, sewage lift station pumps, and replace and service pumps as needed. Weatherize, repair, and ensure security of pump houses.
- c. Maintain community use solid waste transfer stations and commercial use solid waste transfer station. Operate a fully functional solid waste program to ensure sanitary waste management on the reservation.
- d. Maintain and repair or replace water and sewer lines or leach fields as needed.

Maintain compliance with the Safe Drinking Water Act, the Resource Conservation and Recovery Act, and all other applicable Tribal and Federal laws and regulations.

Maintain a work order system, which includes issuing work orders, before significant repairs and operations are conducted, and managing the work orders in an asset management system.

Meet monthly with the Public Utilities District Board to update and advise them on PUD issues within the department. Advise the Board on policies and procedures of the utility program, ordinances, and billing management.

DUTIES AND RESPONSIBILITIES CONTINUED:

Accurately bill and collect revenues for services provided. Develop and monitor a program budget. Make financial projections with a goal of self-sufficiency. Represent the Pyramid Lake Paiute Tribe in a court of law when necessary.

Coordinate regularly with other tribal departments, Indian Health Service, and concerned tribal community members. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Identify and prioritize infrastructure deficiencies and needs to be developed from asset management and data resources and make recommendations from findings in the form of report to the Public Utilities District Board and the Tribal Council.

Identify supplemental funding support in the form of loans, grants or contracts from appropriate federal agencies, including the Indian Health Service Sanitary Deficiency System, U.S. Environmental Protection Agency Tribal Set Aside program, USDA Rural Development programs, or State Revolving Loans program.

Review proposed projects and activities on the reservation and reports on the positive and adverse consequences of the proposed actions to the utility.

Research, develop and/or upgrade tribal codes and ordinances pertinent to the utility and advise the Public Utility District Board.

Coordinate workshops in specific topics, make presentations in conjunction with workshop speakers, identify qualified professionals and obtain their assistance in training areas. Develop workshop materials, booklets, videos, pamphlets, and newsletter articles for distribution to tribal membership and the public.

Prepare technical environmental impact and remedial reports.

Monitor the progress of program objectives as specified in grant documents, contracts, and agreements.

Coordinate with other tribal departments and organizations, promote teamwork and consistent policy, and provide accurate flow of information.

Arrange contracts of consultants for services in specialized construction and utility infrastructure activities.

Provide monthly written reports to the Tribal Council regarding financial and programmatic aspects of the Utility department.

Develop remedial strategies and long term planning for utility emergencies.

Perform other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of: Indian communities and their organizational structure; a basic understanding of Indian law principles related to jurisdiction; existing environmental rules and regulations; U.S. Environmental Protection Agency Indian policy; computer software applications and ancillary equipment.

Ability to: work with minimal supervision; work in a professional manner; learn the utilization and assimilation of statistical, geographical and other forms of data in preparation for work plan activities; supervise subordinate staff; and, work effectively with staff, tribal leaders, and high level governmental representatives; develop objectives, work plans, budgets, short and long term strategic plans, and a program sustainability plan.

Must possess excellent communication skills and good computer skills, experience with Microsoft based programs preferred. Must have good technical and analytical skills to interpret reports and data.

Must possess a valid driver's license and be insurable under the Tribe's vehicle insurance policy. Must favorably pass a thorough background investigation.

REQUIRED EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's Degree in; Public Policy, Administration, or Engineering field OR a minimum of 2 years of college or university accreditation and any combination of experience, education, training or other preparatory experience which would indicate possession of the required knowledge, abilities, and skills outlined above. Working knowledge of the basic environmental and scientific principles of air, water, and soil and their role in the ecosystem. Familiar with Codes of Federal Regulation (CFR) in air, water, solid waste and hazardous materials. Three to five years of supervisory experience.

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 P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, extension #224/225.

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. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition 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