

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

JOB TITLE: UTILITIES/ROADS MANAGER
DEPARTMENT: UTILITIES/ROADS DEPARTMENT
SUPERVISOR: GENERAL MANAGER
STATUS: EXEMPT/SALARIED

Summary

The role of the Utilities/Road Manager is to manage and direct the daily operations of the Utilities/Roads Department. They must plan, direct, coordinate, execute and administer all SSIT roadway systems, water systems and sewer systems in conformance with SSIT, EPA, DNR, USDA, State, and County requirements. This includes (but not limited to); working with staff and other departments to acquire funding, contractors and/or consultants to successfully maintain systems, oversee repairs, and develop and complete projects.

Essential Duties and Responsibilities

- Monitors, reviews and maintains water testing reports completed by Utilities and Roads staff in accordance with the Sauk-Suiattle Indian Tribe Sampling Plan or any other requirements.
- Completion and submission of required monitoring reports and operating permits to ensure compliance with all applicable rules and regulations.
- Inspection of septic tanks and drain fields on a regular basis.
- Ensures mowing and ground maintenance of all sewer system sites.
- Respond to emergency situations on a 24-hour basis; resolving any unexpected technical problems that may arise.
- Oversee the preparation and maintenance of Utilities and Roads records and billing and ensuring accuracy in the Housing Data System (HDS) for utility accounts.
- Set and continually manage project expectations with staff and other project partners.
- Respond to customer and staff inquiries and complaints, and provide general information to customers, staff and the public as needed.
- Review proposals and cost estimates submitted by service providers.
- Interact directly with service providers or staff to achieve timely and successful completion of projects in compliance with applicable regulations.
- Direct budget preparation and monitor compliance with budget-making proposals and recommendations subsequent to budget changes when necessary.
- Reviews and approves payment vouchers and expenses.
- Prepares, amends and ensures conformance of all Utility and Road policies.
- Type, format, edit, copy, fax, scan or email documents as needed.
- Other duties may be assigned.

KNOWLEDGE AND SKILLS REQUIREMENTS

To perform this job successfully, the ability to perform each essential duty satisfactorily

is required. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge and understanding of SSIT, EPA, DNR, USDA, State and County regulatory requirements pertaining to sewer and water utilities operation and management: including but not limited to; funding, design, construction, conveyance, treatment and billing of systems.
- Working knowledge of sanitary sewer collection systems and pump systems.
- Ability to plan and organize own work and oversee the work activities of others.
- Ability to communicate with all contractors and customers providing quality professional customer service, understanding how to communicate difficult/sensitive information tactfully.
- Ability to display a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.
- Ability to follow policy, cooperation with fellow staff members and contractors in order to achieve a “team” atmosphere.
- Ability to read and interpret engineering plans and operations and maintenance manuals.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
- Strong written and oral communication skills.
- Strong interpersonal skills.
- Knowledge of computer programs; Microsoft Office (Word/Excel), Email, Internet.
- Familiarity with budget preparation and financial reporting.
- Ability to lift and carry 50 pounds and to access and negotiate terrain at utility facilities.

Education and/or Experience

- Bachelor’s degree in management or business-related discipline OR at least 5 years’ experience with municipal or regional utility; water management systems, wastewater systems, road systems operations and maintenance preferred OR Equivalent combination of hands-on and supervisory experience and education in the field of Operations and maintenance of Utilities and Roads Operations.
- High School Diploma or GED required.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Suite programs.

Certificates, Licenses, Registrations

- Must have and maintain a valid Washington State Driver's License.
- First Aid/CPR certification.

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit for long periods of time; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. The employee may be subject to exposure of diverse communication styles in various settings. Employees may encounter situations of various emotional levels.

Culturally Sensitive

All employees must be culturally receptive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace

The Sauk-Suiattle Indian Tribe is a drug/alcohol-free workplace. All employees are subject to pre-employment and random drug/alcohol tests.

Background Check

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.