

monitors performance against the annual department budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.

Advises the FBIC Council, citizen groups, individuals, contractors and others on departmental issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of utility services; assists in the preparation of new utility ordinances and the revision of existing FBIC ordinances.

Coordinates, reviews and approves the work of the utility's contract SF Engineer and a wide variety of independent service providers, including traffic engineers, public works maintenance and construction contractors, public utilities maintenance and construction contractors; landscape architects and landscaping contractors, tree maintenance contractors and others.

Monitors developments related to utility matters, evaluates their impact on utility operations, and implements policy and procedure improvements.

Represents the utility in negotiations with other agencies, utilities, groups and individuals on a wide variety of issues pertaining to the utility.

Develops specifications and bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects; recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance.

Reviews and advises on development plans and permits for work in utility rights-of-way.

Develops, monitors all fiscal issues related to the PMU, including budgets, repair costs, chemical costs, customer collections and related financial issues.

Reviews and advises on development plans and permits for work in utility rights-of-way.

Knowledge, Skills and Abilities:

Knowledge in planning, fiscal management, administration, and operational direction of the utilities public works, water distribution, wastewater collection system, and solid waste functions.

Basic knowledge of FBIC Constitution and By-Laws and FBIC policies.

Basic knowledge of theory, principles, practices and techniques of municipal water, sewer, and solid waste maintenance functions; applicable federal, state and local law, codes and regulations governing the administration of utility functions and activities; principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of an elected FBIC Council; the utility's personnel rules and policies; principles and practices of management and supervision.

Plan, direct and integrate broad, comprehensive utility programs and activities; analyze complex engineering and maintenance issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action.

Present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply local, state and federal law and regulations governing utility services and applicable federal laws.

Skills in evaluating management practices and adopt effective courses of action; develop clear, concise and comprehensive technical reports, correspondence and other written materials and exercising sound judgement.

Skills in utilizing expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the FBIC Council, officials, other governmental and regulatory agencies, staff, private and community organizations, developers, contractors and others encountered in the course of work.

Ability to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

Minimum Qualifications:

- Be a member of a Federally recognized Indian Tribe.
- Never been convicted of a felony crime within 10 years of date of application
- Have not been convicted of a misdemeanor crime within a one (1) year period immediately before hire.
- Excellent supervisory, business, and office management skills.

Education, Experience and Certifications:

- **Preferred education is Bachelor's degree in business or environmental science or natural resources or related field**
- Minimum education is Associate's degree in business or environmental science or natural resources or related field
- **Preferred certifications are** in the fields of water systems management, waste water systems management, and solid waste systems management
- Minimum certifications are one of any of the above related certifications documented, and/or documented as in progress or willingness to achieve certification (s) within 1 year of hire.
- **Preferred experience is no less than 3 years' experience at a management and supervisory level.**
- Minimum experience is an equivalent combination of training and experience to equal no less than 3 years.

Special Conditions:

1. Will be subject to and must comply with the FBIC substance abuse prevention, drug and alcohol testing policy prior to and during employment.
2. Will be subject to a background investigation to include work and criminal history.
3. Must never have been convicted of a felony; or convicted of a misdemeanor within one (1) year of applying for position from any jurisdiction.
4. Must possess a valid State of Montana Driver's License and be eligible for coverage under the FBIC Insurance Master Plan.
5. Will be subject to work environment with a high area of flow documents and people. Must interact with public and staff in a positive and objective manner and maintain the utmost confidentiality. employee found to be in breach of confidentiality will be subject to grounds for disciplinary action.
6. Must be willing to sign confidentiality and non-disclosure statements.

The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

Indian Preference Employer as Required by Law

How to Apply

Submit application & resume postmarked to Human Resources Department, Fort Belknap Indian Community, 656 Agency Main Street, Harlem, Montana, 59526 and/or email to human.resources@fibelknap.org by the posted closing date.

Revised 08/10/2022: _____