



**OFFICE OF ENGINEERING SERVICES
& UTILITIES MANAGEMENT**

MISSISSIPPI BAND OF CHOCTAW INDIANS
100 UTILITY CIRCLE / P. O. BOX 6366
CHOCTAW, MS 39350

PHONE: (601) 650-1760 / FAX: (601) 650-1759 **JOB ANNOUNCEMENT #445174**

POSITION TITLE: WATER/WASTEWATER SUPERVISOR
(COLLECTION AND DISTRIBUTION)

SALARY: GRADE 14

OPENING DATE: SEPTEMBER 15, 2021 **SEP 15 2021**

CLOSING DATE: SEPTEMBER 29, 2021 OR UNTIL FILLED

SUPERVISOR: DIRECTOR, OFFICE OF UTILITIES MANAGEMENT

TYPE OF EMPLOYMENT: NON-EXEMPT REGULAR FULL-TIME

JOB LOCATION: PUBLIC WORKS DEPARTMENT
OFFICE OF UTILITIES MANAGEMENT

SCOPE OF SERVICE:

This work requires advanced technical knowledge and skill in the operation, maintenance, and repair of potable water, wastewater, and other utility infrastructure components. The work requires the skilled operation and general service of construction equipment such as backhoes, excavators, tractors, commercial vehicles, and specialized equipment such as sewer jettors, pumper trucks, vacuum excavators, directional boring rigs, and bypass pumps. Knowledge of water and wastewater infrastructure construction and repair methods, tools, equipment, and components is required. While under the general guidance of the Director, the Water/Wastewater Supervisor will be required to exercise independent judgement in the execution of assigned duties. Work will be required during unscheduled, non-typical working hours as needed to address conditions causing service disruptions or other emergencies associated with utility infrastructure. Weekend work will be required on a rotating basis. The Water/Wastewater Supervisor will often function as a skilled laborer in the repair of utility infrastructure. The Water/Wastewater Supervisor will direct the activities of other workers. All activities of the Water/Wastewater Supervisor are intended to help ensure that tribal members, employees, and visitors to tribal lands are afforded access to adequate and safe drinking water and to provide collection, treatment, and discharge of wastewater in a manner that is not harmful to humans and the natural environment. As such, all activities initiated and overseen by the Water/Wastewater Supervisor will follow regulatory requirements of the Environmental Protection Agency and other agencies that may have jurisdiction.

DUTIES AND RESPONSIBILITIES:

1. Assist the Director with performing daily maintenance activities of the wastewater collection and drinking water distribution system. The water/wastewater supervisor will

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be required to utilize a work order, inventory management, and asset management software system daily. The water/wastewater supervisor will also be required to direct the daily activities of subordinate employees.

2. Assist the Director with maintaining OSHA complaint work sites and ensuring that said practices are adhered to during normal and emergency operations. The water/wastewater supervisor will be responsible for weekly training of other employees and for the safety of their work sites.
3. Assist the Director with monitoring of the general condition and performance of tribal water/wastewater systems and report observations to the Director daily.
4. Make independent assessments of work conditions and/or situations and respond promptly, safely, and efficiently. The Water/Wastewater Supervisor will be required to execute maintenance and repair solutions with little prior notice or information regarding the situation at hand.
5. Safely load, transport, unload, service, and operate construction equipment such as backhoes, tractors, excavators, pumper trucks, sewer jettors, etc. in both routine and emergency repair or maintenance situations. Such work will include, but will not be limited to; utility locating, tv inspection, the excavation and repair of water and sewer mains, including removal and installation of pipe, manholes, valves, fittings, clamps, etc. Extensive knowledge of the specialized tools used in the performance of such activities is required.
6. Oversee, direct, and perform maintenance and repair activities safely and efficiently, assuring that service disruptions are minimized. The Water/Wastewater Supervisor will submit written summaries of work performed to the Director weekly.
7. Assist the Director with resolution of customer complaints as assigned, or as otherwise made notice of, in a timely and professional manner.
8. Assist the Director in maintaining inventory control of expendable supplies, providing reports to the Director as directed or as conditions warrant.
9. Review and verify maps of existing infrastructure and record drawings of newly constructed infrastructure. Provide corrections to the Director as discrepancies or inaccuracies in those maps are determined.
10. Assist the Director in assuring that preventive maintenance schedules are followed for tribal water/wastewater infrastructure components and supporting equipment.
11. Conduct inspections of water/wastewater infrastructure during construction, if directed,

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reporting substandard materials and/or incorrect installations to the Director.

12. Perform duties as required to ensure that routine operations, maintenance, and repair activities are conducted in an orderly and efficient manner.
13. Assist the Director with routine review of security measures at all tribal water/wastewater facilities and provide verbal and written reports to the Director regarding concerns.
14. Perform other duties as assigned by the Director or other authorized superiors.

WORK ENVIRONMENT:

1. Most work will be performed in industrial settings or the natural (outdoor) environment. The Water/Wastewater Supervisor will be exposed to climatic extremes and conditions during various seasons.
2. Some work will be performed under adverse conditions, i.e., confined spaces, unsanitary environments, hazardous environments, etc. as conditions and circumstances dictate.
3. Some work will occur outside of regular working hours, including nights, weekends, and holidays, should service disruptions or other emergencies occur during those times.
4. Some work will occur in an open office environment where customers enter and depart frequently. The Water/Wastewater Supervisor will be expected to interact appropriately.
5. The Water/Wastewater Supervisor will share "first-call" or "on-call" duties with coworkers on a rotating weekly basis. The Water/Wastewater Supervisor should expect to be assigned this duty approximately one week per month.

PHYSICAL DEMANDS:

1. Ability to sit, stand, walk, bend, stoop, occasionally lift heavy loads (usually 50 pounds or less; however, heavier loads may be encountered).
2. Ability to work at a desk or computer terminal for relatively limited periods of time (usually less than one-half hour per day).
3. Ability to work in environments and under conditions as described herein.
4. Ability to walk over rough terrain for extended periods and/or stand for extended periods, while exposed to the environmental conditions described herein.

5. Ability to withstand offensive smells/odors.
6. Ability to drive for extended periods.
7. Ability to safely enter and exit motor vehicles and/or construction equipment during performance of duties.

TRAVEL:

Most travel will be limited to MBCI communities. Some overnight travel will be required to attend training sessions, meetings and other information-gathering opportunities. Long-term overnight travel will not be required.

QUALIFICATIONS:

1. High School Diploma or equivalent, with other experience requirements listed herein.
2. If not already held, the Water/Wastewater Supervisor must agree to obtain either: (1) Mississippi Department of Health, Class E Operator Certification or; (2) Mississippi Department of Environmental Quality, Water Pollution Control Class II-C Operator Certification within three years of hire date. Possession of both certifications is preferred, but not required.
3. Prior extensive experience with and ability to skillfully operate all machinery, equipment, and specialized tools described herein.
4. Currently hold and agree to maintain a valid driver's license with a clean driving record. The Water/Wastewater Supervisor must be qualified to operate tribally-owned vehicles through Tribal Risk Management at the time of employment.
5. If not already held, the Water/Wastewater Supervisor must agree to obtain and maintain a Class A commercial driver's license with tanker certification within three years of hire date.
6. If not already held, the Water/Wastewater Supervisor must agree to complete and maintain OSHA Trenching and Excavation Safety Compliance Training, and Confined Space Certification within one years of hire date.
7. Thorough knowledge of water supply and wastewater infrastructure systems and appurtenances, including required consumable supplies, tools, support equipment, etc.
8. Thorough knowledge of current construction methods and materials related to

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water/wastewater infrastructure repair and maintenance.

9. Thorough knowledge of safety equipment and its proper use.
10. Working knowledge of computers and their use.
11. Ability to work tactfully with customers having complaints and/or requests and resolve their issues.
12. Ability to effectively communicate and work harmoniously with coworkers and other individuals who may be involved in operations.
13. Ability to receive and carry out verbal and/or written instructions.
14. Good written and oral communications skills.

STATEMENT OF TRIBAL POLICY REGARDING INDIAN PREFERENCE:

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

“Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who

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do not follow the Native American Preference Policy are subject to disciplinary action up to termination.”

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350