

Flathead Reservation Water Management Board (Board)	Job Description
Job Title: Water Conservation Specialist (2)	FLSA Status: Non-Exempt
Reports To (Title): Water Engineer	Position Status: Full-time
Approved By: Board	Revision Date: August 1, 2022
Supervises: Not an expectation of this role.	Location: Ronan, Montana
Pay: \$25.31/hour + benefits (based on experience). nte \$81,000 total	

Job Overview:

This position is responsible for performing a broad variety of duties associated with managing water resources within the Flathead Indian Reservation under the direction of the Water Engineer, Board and the Unitary Administration and Management Ordinance (“Ordinance”). The specialist works primarily with Office of the Engineer’s staff, on-reservation water users, the Tribes’ water resources staff, and the State DNRC’s Compact Implementation Program staff. Primary tasks include analysis of issues pertaining to water use, availability and management; analysis and decisions; collection and analysis of technical water data; researching water use information; conducting field investigations to collect and evaluate water data; applying the Ordinance, analysis and documentation to water right applications; investigating water use complaints; and performing other water resource management functions as required. This position is under the supervision of the Water Engineer.

Essential Duties, Responsibilities, and Expectations *These job functions are the essential duties of the position and are not inclusive of all the duties that may be assigned to the incumbent.*

A. WATER RIGHT ANALYSIS AND ADMINISTRATION OF ORDINANCE 70%

1. Implements the Ordinance, analyzes and makes recommendations regarding the use, availability, and management of Flathead Reservation water resources. Prepares detailed technical reports tailored to specific situations reflecting analysis on water use applications, and changes in use; prepares maps utilizing Geographic Information System (GIS) technology; and evaluates proposed, existing, and historical water rights to determine validity. Reviews technical literature and consults hydrologic professionals for information and to resolve technical hydrologic questions and problems relating to historical, existing, and proposed water uses.

Supervision:

The specialist does not have supervisory responsibility for other employees.

Minimum Qualifications (Education and Experience): The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a bachelor's degree in natural resource management or the natural sciences, plus a minimum of two years of experience with water resources. Coursework in water resources, physical or natural sciences, engineering, public speaking, and writing is desirable.

Alternate combinations of education and experience may also be considered.

Competencies or Knowledge, Skills, and Abilities:

Knowledge: The work requires extensive knowledge of water resource-related management theories, principles, concepts, and practices; field investigation methodologies; and negotiation, mediation, and conflict resolution techniques. Knowledge of the CSKT-Montana Compact and Ordinance or other reserved compacts recommended. Knowledge required of local water availability, water use practices, water measurement techniques and devices, irrigation methods and designs and land ownership records.

Skills: The position requires skill in effective communication with people of varied technical levels. Must be skilled in operation of personal computers and use of Word, Excel, and Access or closely related software. Must be skilled in project management, conducting legal research, and reading technical data and reports. The incumbent must be capable of becoming proficient in GIS application (ArcView) and accessing and manipulating data in a computer database environment.

Abilities: The position requires the ability to analyze and appraise facts, evidence, legal documents, and records to make defensible decisions. Must communicate effectively verbally and in writing. Demonstrated proficiency in adjusting to meet changing priorities while simultaneously working on multiple projects. Communicates objectively when providing information, advice, and guidance to technical and non-technical individuals and groups on complex and controversial issues. Initiative and motivation to act independently and take responsibility for evaluating and responding to challenging situations, problems, and opportunities. Establishes and maintains effective working relationships with coworkers, supervisor, the Board, state and tribal agencies, local governments, and the public. Models high standards of honesty, integrity, trust, and openness. Knows and follows through with the correct standards of conduct and moral judgement. Communicates and demonstrates actions in a consistent manner. Respects others, regardless of individual capabilities, agendas, opinions, or needs. Focuses to achieve results. Actively participates and respects the ideas of others. Looks for alternative ways to work with others that will create better results and working relationships.

Physical Demands & Working Conditions:

[Note: The physical demands described 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.]

The incumbent works primarily in an office setting. Frequent and continuous physical activities required including: sitting, typing, writing, hearing, listening, talking, bending, stooping, and lifting up to 25 pounds. Occasional travel may be expected. This role is mostly protected from weather conditions or contaminants, but not necessarily from the occasional temperature fluctuation. Works frequently with computer hardware including set up of PCs, printers, modems, etc., and works at a computer terminal daily for extended periods of time. There is frequent exposure to stress associated with deadlines and changing priorities, and there is occasional exposure to hostility from the public.

To apply:

Submit a letter of interest and resume to in a single pdf to contact@frwmb.org Priority screening begins August 31, 2022.

The **Flathead Reservation Water Management Board** is an Equal Opportunity Employer. The Flathead Reservation Water Management Board does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

*I understand that **Flathead Reservation Water Management Board** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____