

Vacancy Announcement #17-148

Position: Water Conservation Technician
(Non-exempt)

Salary: Grade Level 10/0
(\$21,233 per annum)

Program: Water Maintenance & Conservation

Location: Pine Ridge, So. Dak.
(Reservation Wide)

Opening Date: November 6, 2017

Closing Date: November 20, 2017

General Description of Duties:

The Water Conservation Technician is responsible for performing duties associated with the water conservation program for the Oglala Sioux Tribe Department of Water Maintenance and Conservation. Duties include water meter reading and data input into water accounting program, assisting in leak and outreach programs to homeowners through out the Pine Ridge Indian Reservation Project Areas. The Water Conservation Technician will be under the direct supervision of the Oglala Sioux Tribe Department of Water Maintenance and Conservation Water Systems Construction Manager. In the absence of the OST WM&C Water Systems Construction Manager, the Water Conservation Technician will be under the supervision of the OST Department of Water Maintenance and Conservation Director.

Specific Duties:

1. Read all OSRWSS water meters in the field and record all information pertaining to meter reading program.
2. Must coordinate water meter and develop a computer accounting program, which generates reports on water usage. This information will be used to identify excess water usage, which could be an indication of a potential water leak in the system.
3. Work with OSRWSS Public Involvement program to develop outreach programs in schools, communities, and organizations to demonstrate the importance of water conservation to water system users.
4. Coordinate with the OST Department of Water Maintenance and Conservation Water Systems Construction Manager to provide in-home plumbing data to the program.

5. Must identify water meter maintenance and report all deficiencies requiring operator attention.
6. Must provide water usage reports for monthly, quarterly and annual reporting process.
7. Water Conservation Technician will be responsible for the overall accounting and usage of water systems on the Pine Ridge Indian Reservation.
8. All other OST Department of Water Maintenance and Conservation activities as assigned by immediate supervisor.

Requirements and Knowledge:

1. Must have knowledge of water conservation concepts.
2. Must have knowledge of computers.
3. Must have the ability to communicate concisely and clearly, orally and in writing.
4. Must have knowledge of home plumbing fixtures.
5. Must have experience in data collection and record filing.
6. Must have knowledge of Rural Water Supply System.

Qualifications:

1. Must have a High School Diploma and/or a GED Certificate.
2. Must have a valid Driver's License

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.