

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: cslt.org/personnel
E-mail: carla.matt@cslt.org**

*****V A C A N C Y A N N O U N C E M E N T*****

TITLE: Water Wastewater Operator Trainee

LOCATION: Salish & Kootenai Housing Authority – Pablo, MT.

SALARY: \$14.62 to \$16.80 per hour

CLOSING DATE: Monday, August 10, 2026 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy.

The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and complete a mandatory six (6) month probationary period.

- This position is an integral part of the Salish & Kootenai Housing Authority Water and Sewer Department and is under the general direction of the Water/Wastewater Operations Superintendent. The Trainee assists in the operation, maintenance, and repair of all community water and wastewater systems.
- Assists with the operation and maintenance of all community water/wastewater facilities under the management of the Salish & Kootenai Housing Authority. This includes but is not limited to: inspecting, operating, maintaining, and repairing water treatment and wastewater systems including distribution system components and equipment, pumps, water storage tank, meters, pipes, valves, curb stops, fire hydrants, backflow preventers, irrigation systems, telemetry systems, and other appurtenant components and materials at frequent intervals and in routine, on-call and/or emergencies to ensure that all aspects of the systems are functioning properly.
- Assist in ensuring that current Environmental Protection Agency (EPA) regulations and compliance with the Water and Wastewater standards are met.
- Assists in the completion of preventative maintenance schedules, including but not limited to flushing systems, chlorination, emptying lift station baskets, mowing, checking pump houses, etc. Assists in conducting routine maintenance inspections to verify that all systems and equipment are functioning at optimal performance levels
- Occasionally requires scaling water towers to perform inspections and perform maintenance duties.
- Assists with routine maintenance and service repairs and responds to emergency repair situations as required. The Operator Trainee will participate in a structured on-call training period (up to six (6) months), working alongside each certified Operator, with a rotational experience. Upon successful completion of the rotation period, the Operator Trainee will be assigned to the regular on-call schedule with other Operators.
- While in on-call status, the Operator Trainee is responsible for responding to all water and wastewater-related emergency calls within one (1) hour. The incumbent must promptly notify the appropriate supervisor(s) of the emergency and provide updates as necessary.

- Assists in completing Level 1 Assessments and assists other Staff and outside agencies with Level 2 Assessments. Assists in the completion of all deficiencies identified during EPA or other regulatory inspections.
- Responsible for maintaining accurate records of work performed and submitting daily work reports. This includes daily job journals, as-builts, equipment hours, fuel and mileage records, and receipts. Responsible for ensuring compliance with chlorine level monitoring and disinfection calculations for all community systems requiring chlorination. Responsible for maintaining accurate and complete log records on clipboards in the pump houses and treatment plants.
- Assists with well and pump repairs on community systems.
- Assists with the installation/upgrade of meters and curb stops, and on occasion, assists in the completion of repairs to the water or wastewater mainlines as needed. Assists with completing accurate as-built paperwork for any new meter/curb stop installation.
- Assist in the completion of required system water quality samples, chlorine residual testing, and lagoon discharge testing as required by the EPA and or Memorandum of Agreements (MOA). Occasionally deliver water samples to the laboratory.
- Read all water monitoring meters. Upload monitoring data into the software. Verify readings in cases where consumption appears to be abnormal. Inspect meters for unauthorized connections, defects, and damage. Connect and disconnect services at specific locations. Report any problems such as irregularities, damaged equipment, blocked meter access, etc.
- Post notices at specific locations regarding potential water shut off, community system repairs, public awareness, etc. Complete all necessary water and wastewater service activation and disconnections.
- Assist with identification and addressing safety hazards while ensuring compliance with all applicable safety rules and regulations in the community water and wastewater environment.
- Conducts weekly vehicle inspections, schedules regular servicing, and maintains an up-to-date inventory of vehicles, equipment, and tools. Submits weekly vehicle inspection reports and verifies that Operators and the System Operations Lead have submitted their reports as required.
- Responsible for keeping all vehicles and equipment under his/her care properly secured when not in operation and ensuring it is clean and free of debris.
- Ensures the operation of vehicles and equipment is in a safe and prudent manner at all times.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION)

1. Necessary Special Requirements – Must be physically capable of performing strenuous tasks in adverse weather conditions. Must be able to work some evenings and weekends when on call. Must possess a current, valid Montana Driver's license and have no alcohol related convictions within the past three years.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request position description for detailed desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript
3. Copy of current valid driver's license
4. If Applicable - Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1040 or personnel@cskt.org

FOR MORE INFORMATION: Contact Raquel Davis at 406-675-4491 Ext. #1508.