

# The SHOSHONE-BANNOCK TRIBES

**FORT HALL INDIAN RESERVATION**  
P.O. Box 306  
Fort Hall, ID 83203



**HUMAN RESOURCE DEPARTMENT**  
Phone: (208) 478-3856/(208) 478-3857  
(208) 478-3850/(208) 478-3750  
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## JOB DESCRIPTION

**TITLE:** Tribal Water Engineer  
**DEPARTMENT:** Tribal Water Resources  
**SALARY:** \$31.40 – \$54.92 Grade 15 – EXEC 11 DOE  
**OPENS:** February 19, 2024  
**CLOSES:** March 1, 2024  
**CAREER STATUS:** **EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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**Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

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### GENERAL PURPOSE:

This is a management position responsible for the effective development, implementation, and administration of the 1990 Fort Hall Indian Water Rights Agreement (Water Rights Agreement), 2007 Shoshone-Bannock Water Resources Code (Water Code), Tribal Water Service Code, and Sanitary Sewer Ordinance for the administration of all Tribal Water Rights, potable water delivery and sewer services on the Fort Hall Reservation (Reservation), including compliance with all applicable law and regulations. Provides management direction and accountability assuring efficiency of operations, maintenance, effective administration, and quality service delivery.

### SUPERVISOR:

This position is under the direct supervision and evaluated by the Executive Director and receives policy direction from the Tribal Water Resources Commission (TWRC) in compliance with the Water Rights Agreement, Water Code, and regulations. This position supervises and evaluates Tribal Water Resources Departmental personnel and the Tribal Utilities Program Manager as specified in position descriptions.

### DUTIES AND RESPONSIBILITIES:

**WATER ADMINISTRATION:** Administers water rights to ensure maximum compliance with Water Code and all permits, determinations, orders, regulations, methods of diversion, withdrawal, and other activities affecting water quality and quantity. Installs measuring devices for the purposes of enforcing and

Tribal Water Engineer

Approved 1/26/2024 DA3296

administering the water code, and monitor water use, water quality and diversion. Declares “surplus” and “drought” water supply conditions, and prepares alternative scenarios for water supply given different climatic trends and conditions for use in setting priorities and preferred uses during drought. Confers with farmers, officials of irrigation district, representatives of federal, state, and local governments to discuss matters such as water delivery schedules, water delivery conflicts, construction problems and diversion of water. In emergency situations, remove, render inoperative, shut down, close, seal cap, modify or remove, or otherwise control methods of diversion and withdrawal, obstructions to the flow of water, and activities adversely affecting water quality and quantity. Initiates, by citation and other means, enforcement proceedings for violations of the Water Code, before the TWRC or competent courts.

**WATER SERVICE & SANITARY SEWER ADMINISTRATION:** Administers delivery of potable water and sewer services within the Tribal Water and Sewer systems ensuring compliance with the Water Service Code and Sanitary Sewer Ordinance. Including maintenance and operation activities of the water and sewer systems.

**OFFICE OF THE TRIBAL WATER ENGINEER:** Employs and supervises office and technical staff who are employed to enforce and administer the Water Code, Water Service Code, and Sanitary Sewer Ordinance in accordance with Tribal policy. Develops and recommends office and capital project budgets, policy and procedures to the FHBC for approval. Conducts public educational programs regarding reservation water rights and administration, irrigation management, water quality, environmental issues, water conservation, and water & sewer system operation. Develops the internal tribal technical and managerial capabilities to promote the direct involvement of tribal staff in the development and construction of water resource supply, distribution, and management facilities and devices related to water quantity & quality, water & sewer system operations and maintenance. May also act as a point of contact for federal agencies.

**ADVISORY FUNCTIONS:** Advises the Tribal Water Resources Commission on all water resource related development planning issues and provides the TWRC and Fort Hall Business Council (FHBC) with a semi-annual report on water quality and quantity and the status of water use on the Reservation. Provide suggestions, alternative and recommendations for water quality management. Recommends in coordination with other agencies and departments, designations of land areas, water as suitable for decision to beneficial uses. Recommends designation of surface and ground water regions as “critical management areas” and to propose specialized provisions for management within such regions. Assists applicants for permit or license in assembling and analyzing all hydrologic and environmental data required to be submitted with the application and otherwise assists in the preparation of the application, and if appropriate, seek assistance from other tribal departments. Develops tribal ordinances, codes, regulations, standards, of revisions thereto for the protection of surface water and or ground water sources on the Reservation with final recommendations to the TWRC and or FHBC. Provides recommendations for resolution of conflicts between the Tribal and federal laws related to tribal water rights and its uses. Reviews and reports on dam safety studies.

**RESEARCH FUNCTIONS:** Conducts hydrologic investigations to determine water supply and quality characteristics, analyze existing uses identify water needs and development possibilities. Collects, maintains, and analyzes, on a continuing basis, information regarding reservation-and-wide water resources and quality. Organizes and develops computerized data of reservation water resource information. Develops data regarding the overall carrying capacity of the Reservation’s water system. Determines the extent of potential effects on existing water users from proposed uses of reservation water. Identifies new or analyze existing uses and means of developing, managing, water resources and solicits research proposals by

government, university, or private sources. Conducts hydrologic investigations to determine water needs. Identifies sources of financial support for water management and development. Coordinates and recommends joint and separate studies and with tribal departments; meeting at least monthly to prevent duplication of services. Identifies and seeks a variety of funding sources for development of infrastructure for the protection of tribal surface water and ground water sources, and will coordinate such efforts with other applicable tribal departments. Manages and coordinates infrastructure development of water and wastewater projects within the Reservation. Oversees and manages contracts and projects for individual sanitation facilities within the Fort Hall Reservation in coordination with federal agencies and tribal departments.

**TRIBAL MANAGEMENT SYSTEM COMPLIANCE:** Interfaces with grant agencies and Tribal Management System personnel to ensure programs and departments are managed in compliance with applicable regulations and Tribal Management System policies and operating procedures governing Personnel, Finance, Contracting, Administration, Records, Facilities, Information Technology, and Property. Shall take corrective action when fiscal, contracting, personnel, or other Tribal Management System administrative problems are identified.

**OTHER DUTIES AS ASSIGNED:** Duties and responsibilities shall include other related activities as needed to carry out the position functions.

**CONFIDENTIALITY:** MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION, INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

**PERFORMANCE STANDARDS AND COMPETENCIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Quality of supervision, scheduling and coordination of personnel functions.
- Ability to communicate clearly and concisely, both orally and in writing,
- Establishes and maintains effective working relationships with job contacts
- Quality of program planning and evaluation.
- Compliance with Tribal Management Systems.
- General Management: leadership, problem solving, interpersonal relations, fiscal management, human resource management and team building.
- Must be able to adapt quickly to change(s) a self-starter and be able to work with little or no supervision.
- Responsible for modeling high standard of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes; and, are required as condition of employment to conduct them self both on and off the job in a manner that brings credit to the Tribal government.
- Motivates department personnel and peers toward future goals. Monitors and evaluates program performance and accomplishments; assesses overall effectiveness and efficiency and provides appropriate incentives, guidance.

**QUALIFICATIONS:**

**Minimum Qualifications (G15-EXEC-10 DOE Negotiable):**

If the candidate does not meet the Preferred Educational and Experience Qualifications, the selected candidate shall undertake and agree to training under a Tribal Water Engineer training program. Must have demonstrated a combination of (4) years management experience and applicable technical education. Must

have a General Education Diploma (GED) or High School Diploma (Official GED or High School transcripts must accompany employment application) with satisfactory classes in Calculus or Physics.

Special Condition of Employment: The candidate hired will be required to successfully complete selected courses/training program to enrich and supplement needed skills required for this position. The Tribal Water Resources Department will assist with the cost of training and may require an Employment Agreement.

**Preferred Qualifications (EXEC-10-11 DOE Negotiable):**

Bachelor's Degree from an accredited United States' College University in Civil, Environmental, or Agricultural Engineering, or other water resources related field or be a qualified hydrologist and have not less than (4) years' experience in water resources management, administration, and development.

***Official college transcripts must accompany application.***

Must have a valid Idaho Operator's License and the ability to be covered under the Tribes Insurance.

The candidate must possess excellent written and oral communications skills.

Experience must demonstrate a high level of success administering contract and grant programs, budgets, reporting, project oversight.

Project management and supervisory experience is necessary.

Experience and skill in hydrologic analysis is preferred, as is computer applications in hydrology.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

**IMPORTANT APPLICATION CRITERIA**

**Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.**

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

***Telephone calls are not accepted in place of an employment application or letter of interest.***

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.