



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
mkeo@spiritlekenation.com

Job Title:	Director	Open Date:	April 8, 2025
Program:	Water Resource	Close Date:	Open Until Filled

Position Summary: The incumbent will administer the distribution of all water resources on the Spirit Lake Reservation. Supervises program employees and provides guidance and assistance to all program staff to ensure the timely construction and maintenance of the water system.

Major Duties:

- Develop a work plan and amendments to describe the scope, location and extent of the work activities.
- Responsible for the budget development, environmental quality, safety, property management, supply management and coordination and supervision of work activities.
- Provide performance and financial reports in accordance with the terms of the cooperative agreements for construction activities.
- Ensure the efficient operation and maintenance of the water treatment plant and also ensure that adequate operational and management records are maintained.
- Provide safe working conditions, safety equipment and proper tools for maximum efficiency and safety operation.
- Establish operator training programs in coordination with State and Federal programs.
- Develop and oversee the continuous preventative maintenance of water system facilities.
- Maintain updated knowledge of State and Federal Laws, Rules and Regulations of actions that affect Tribal Land Management of Water Resources.
- Maintain records of work accomplished and prepare reports for the Tribe and as required by the respective cooperative agreements.
- On call 24/7 to respond to emergency situations affecting the water system.
- Provide supervision of department staff.
- Other duties as assigned

Qualifications:

- Bachelors degree in the field of Civil Engineering preferred with knowledge in water quality control or Associates degree with related work experience.
- Applicant must possess excellent management and organizational skills.
- Knowledge of water quality control with knowledge of environmental laws and regulations.

- Must possess and maintain a current, active and unrestricted ND Driver's license through course of employment, insurable under SLT driving policy.
- Computer knowledge and proficiency required.
- Must submit to and Alcohol/Drug Screen and random testing as per SLT Policy.

Job Location:	Spirit Lake Water Resource Building	Company Industry:	Water Resource
Job Role:	Director	Supervisor:	Tribal Council
Employment Status:	Full- time	Manages Others:	Yes
Grade	21		
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0635	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license, If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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