



Office of the Water Engineer

Job Description: Compliance Technician

Job Title	Compliance Technician
Date	2024-01-30
Job Level(s) Being Hired	Level I (entry) and Level II (experienced)
Immediate Supervisor	Water Engineer
Position Type	Full-Time
Classification	Non-exempt from FLSA
Schedule	Flex, focused on Mon-Thu 8:30-5:30
Duty Station	Office of the Water Engineer Primary: Ronan, Montana Occasional Remote Work Possible
Pay	\$20.00 to \$25.00/hour depending on experience/education with possible pay boost for specific skillsets
Requirements	Must be able and authorized to work in the United States
	Must hold a valid driver's license
	Must pass a background check

Who We Are:

The Office of the Water Engineer (OE) is a group of resource professionals coalesced around the mission of providing consistent, fair, and informed water administration and enforcement on the Flathead Indian Reservation. Our office is unique; we are not a Tribal, State, or Federal Office but a standalone entity created by the Water Compact as authorized by Tribal, State, and Federal laws. We operate under the direction of the Flathead Reservation Water Management Board (FRWMB or Board). OE staff must be self-reliant, capable of independent completion of complex tasks, and prepared to make quality decisions that stand up to the rigor of review. As a team, we rely on each other to manage workload, public services, safety, and work-life-balance while getting things done. The OE needs people who enjoy solving unique problems, can produce quality work, thrive on technical and logistical challenges, consistently complete the job, and cultivate comradery in the workplace. We are public servants to an amazing community in need of help with their water management issues and we take pride in providing quality services.

OE Job Descriptions are generalized for recruitment purposes; successful candidates will receive a more detailed “position description” that is specific to their individual assignments, skillsets, pay rate, work schedule, and other position elements.

Job Overview:

The Compliance Technician is a primary OE contact responsible for processing and researching water right documents and information, assisting the public with water rights questions, providing the office with data processing support, administrative support, and serves as the communications (phone, mail, email and web) link between the public and the OE. The Compliance Technician works under the immediate direction and supervision of the Water Engineer. The Compliance Technician works closely with the Office of the Engineer’s staff, the Tribes’ water resources staff, the Montana Department of Natural Resources and Conservation (DNRC) Water Resources Division, the Flathead Indian Irrigation Project (FIIP), and the citizens and water users on the Flathead Indian Reservation (FIR). The Compliance Technician serves as a trusted communication source to provide thoughtful, informed, and accurate OE information. The Compliance Technician routinely reads technical documents and forms, directly interacts with the public and partners, discovers and reports historic documents that inform work, reviews and improves digital and physical map products, and thinks on their feet to perform a range of routine needs, not all of which relate directly to water.

Essential Duties, Responsibilities, and Expectations:

These essential duties are not inclusive of all the duties that may be assigned.

A. Administrative

30%

1. Greets visitors and handle their inquiries or direct them to the appropriate person. Answer and direct incoming phone calls and emails to the appropriate individual;
2. Coordinate schedules and appointments for staff and Board members;
3. Receives and distributes mail, prepares and meters outgoing mail and files and maintains postage and mailing supplies;

4. Maintains manual and digital office filing systems and enters information in databases;
5. Operate general office equipment such as printers, copiers, and phone system;
6. Determines office supply needs and orders materials necessary to maintain an adequate inventory;
7. Receives and records receipt of various fees, helps maintain accounting documents, and makes deposits in local bank;
8. Lead support for public Board meetings including: meeting minutes, hosting Zoom meetings on behalf of the Board, managing meeting recordings, maintaining agendas, and providing meeting document packets for the Board;
9. Manags web information: coordinating with web hosting services to post correct information and verify its correctness, including application fillings, Board meeting materials and policies, and information about water rights;
10. Implements the Ordinance, analyzes and makes recommendations regarding the use, availability, and management of water resources;
11. Processes water right applications under the Ordinance;
12. Prepares technical reports, memorandums, and **letters** tailored to specific situations reflecting analysis of water use applications;
13. Evaluates validity of proposed, existing, and historical water rights;
14. Participates in water right database administration and development;
15. Provides information regarding policies, positions and viewpoints to stakeholders, tribal, state, and local entities such as conservation districts, local planning boards, and student groups;

Level II Compliance Technician duties, responsibilities, and expectations also include:

16. Supports, sometimes independently, opening, operating, and closing the OE for all phases of general office operations including greeting and direct interface with the public, either at the office or at remote meetings;
17. Provides technical review of OE reports and written products; and
18. Determines if elements of a water right application have been met and may then modify, remark, condition, or deny the water right.

B. WATER RIGHT APPLICATION PROCESSING

60%

1. Implement the Ordinance by receiving and processing water right

application forms including:

- Domestic Allowances;
 - Registration of Existing Uses;
 - Substitute Wells;
 - Geothermal Heating and Cooling;
 - Stock Allowances;
2. Prepare and review maps using Geographic Information System (GIS) and other mapping technology;
 3. Evaluate accuracy of application information; solicit correct information when needed;
 4. Reviews and researches county records, historic water right documents, legal records, deeds, trust documents, articles of incorporation, and other information needed to resolve water use applications and issues;
 5. Enters water right information into database;
 6. Consults with the Water Engineer, staff hydrologists, staff legal counsel and other resource professionals to gain information needed to resolve technical and legal issues relating to historical, existing, and proposed new water uses;

Level II Compliance Technician duties, responsibilities, and expectations also include:

7. Assists the OE with developing policies, forms, procedures, and work processes needed for start-up and implementation of the Ordinance;
8. Provides information regarding policies, positions and viewpoints to stakeholders, tribal, state, and local entities such as conservation districts, local planning boards, and student groups;
9. Analyze the applicant's justification and calculations for the requested flow rate and volume to determine if the amount of water requested is reasonable.

C. OTHER DUTIES AS ASSIGNED

10%

1. Performs a variety of other professional and technical duties in support of the Office of the Engineer and the Board. This includes activities such as attending training and educational programs, meetings, and conferences;
2. Completes administrative functions including providing input on OE annual work plans, and other related duties as assigned; and
3. Provides assistance to the Water Engineer for personnel, filing, and

other office organizational needs.

Level II Compliance Technician duties, responsibilities, and expectations include:

4. Provides editing and technical reviews of OE documents; and
5. May be delegated autonomous drafting of certain OE documents.

Direction Received:

The Compliance Technician receives direction from the Water Engineer who makes general and broad assignments. The incumbent is expected to use technical experience and education to complete assignments in a timely and professional manner.

Due to the “start-up” nature of the FRWMB compact implementation, the incumbent is expected to discuss precedent setting situations with the Water Engineer, prior to implementation.

The Compliance Technician resolves most situations using expertise and experience.

Working Relationships:

The Compliance Technician works with other professionals as an official representative of the FRWMB and the Water Engineer. Most contact is giving directions, offering clarification and advice to applicants and customers. The Compliance Technician works directly with complex situations and complicated water rights applications and is expected to communicate professionally and clearly so that processes are understood and transparent to the public. The Compliance Technician will interface with State, Tribal and Federal staff as part of a team in support of full compact implementation.

Minimum Qualifications (Education and Experience):

Level I (entry) typically starting at \$20.00/hour

The required knowledge and skills are typically acquired through a high school degree/equivalency.

Level II (experienced) typically starting at \$25.00/hour

The required knowledge and skills are typically acquired through a high school degree/equivalency and a combination of education and experience equivalent

to a bachelor, associate degree, or degree or trade school certificate; coursework in natural sciences, business, administration, public speaking, and writing is desirable. Experience in administrative positions and other combinations of education and experience may also be considered.

Level I and II designations are directly related to education and experience.

Competencies or Knowledge, Skills, and Abilities:

Knowledge: The position requires knowledge of principles and processes for providing customer and personnel services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Knowledge of administrative and office procedures and systems such as word processing, managing files and records, printers, designing forms, and workplace terminology is required.

Skills: The position requires effective communication with people of varied technical levels and skill in operation of computers, MS365, Word, Outlook, Excel, and Adobe. 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, legal documents, and records to make defensible decisions and communicate objectively when providing information, advice, and guidance to technical and non-technical individuals and groups on complex and controversial issues. The Compliance Technician must communicate effectively verbally and in writing and possess a 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. The Compliance Technician must possess 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:

[described demands 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 Compliance Technician works primarily in an office setting. Frequent and continuous physical activities include: sitting, typing, writing, active 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. The Compliance Technician 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. Some Compliance Technician perform field work in outdoor settings where exposure to weather changes may occur.

Pay Boost for Specific Skillsets, Experience, and Education:

- Business management, budgeting, budget projections;
- Website administration, design, and management;
- Database administration, management, and design; and
- Computer IT management and services including MS365 Domains, Website content management and editing, networks, and PC app installations/removals, PC and network security.

To Apply:

Review the Job Description(s) for the position of interest and submit a letter of interest and resume to contact@frwmb.gov

Resumes should clarify if you are eligible to work in the United States and should

also contain start and end dates (including the month and year), hours worked per week, level of experience and examples for each work experience and accomplishments that demonstrate you can perform the tasks at the level required for the position as stated in this Job Description.

The quality and format of submitted letters of interest and resumes will be factors in ranking selections.

Your experience needs to address every required qualification and/or pay boost skill sets for which you have experience or education.

You may be asked to provide certified college transcripts, 3-5 references, examples of your writing skills, proof of a valid driver's license.

You may be asked to provide your most recent supervisor's contact information and permission for the OE to call for a reference.

Successful applicants will need to pass a background check and show proof of a valid driver's license.

Priority screening begins: **March 1st, 2024, open until filled.**

The **Office of the Water Engineer and the Flathead Reservation Water Management Board** are Equal Opportunity Employer and do 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.