

**YUROK TRIBE-JOB DESCRIPTION**  
**Environmental Protection Specialist**  
**Wetlands**

Job Title:	<b>Environmental Protection Specialist-Wetlands</b>	Job Grade	<b>G7</b>
Department	<b>Environmental Program (YTEP) Pollution prevention Division (P2)</b>	Location	<b>Klamath</b>
Reports To:	<b>Director and/or Assistant Director P2</b>	FLSA Status	<b>Non-Exempt</b>
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
Salary Range	<b>\$19.72- \$25.63</b>		

**POSITION SUMMARY:**

The Environmental Protection Specialist (EPS), Wetlands is a multi-discipline environmental professional position. The position is entirely grant funded and grant writing is an important and necessary function. The EPS position will be responsible for completing work plan tasks associated with the USEPA Wetland Program Development Grant awarded to YTEP. The EPS will also be expected to occasionally assist with other YTEP programs as needed such as Water Division programs: Water Quality and Hydrology, as well Pollution Prevention Division programs: Illegal Dumping, and Emergency Tribal Response. This position reports directly to the Assistant Director for P2.

**DUTIES AND RESPONSIBILITIES:**

1. Uses professional correspondence to communicate interdepartmentally, organizes meetings, create agendas, and records meeting minutes.
2. Performs literature review, conducts research, and compiles pertinent information for the development of Tribal environmental protection measures.
3. Applies standardized scientific data collection methodology in a legally defensible manner.
4. Uses computer software to create a database dictionary with a GPS unit for collection of spatial data.
5. Uses acquired field data to create a geo-spatially referenced database and precise mapping using ArcGIS software.
6. Collects environmental field data and conducts environmental assessments and investigations related to wetlands.
7. Maintains water quality monitoring gauge sites and equipment.
8. Develops and implements quality assurance/quality control documents and procedures for data collection.
9. Responds and submits formal comments to local projects requiring environmental document review.
10. Performs jurisdictional wetland delineations, compiles pertinent data and writes technical documentation necessary for submission of 404 permit applications/ review.
11. Interprets and reviews projects applying for a permit under YTEP's Water Quality Control plan with an emphasis on wetland mitigations.
12. Data entry, analysis and reporting to EPA and funding agency requirements and standards.

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13. Analyzes data collected, interprets results, and formalizes data into a written technical report.
14. Identifies and pursues funding and other resources necessary to meet the mission and objectives of the department.
15. Works interdepartmentally within the Yurok Tribe with departments such as Wildlife, and Fisheries on wetland related projects.
16. Interact with other Tribal departments and outside agencies as necessary and appropriate with guidance from supervisors.

**SUPERVISORY RESPONSIBILITIES:**

This position will have minimal supervisory responsibilities. Specialist may need to supervise technicians or interns, as needed for data collection and management projects within YTEP, under the supervision of the Director or Assistant Director for P2, or the Environmental Director.

**DESIRABLE QUALIFICATIONS:**

- US Army Corp of Engineers wetland delineation training.
- Experience with the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA).
- Experience writing ordinances, regulatory enforcement guidelines, or other technical documents.
- Knowledge and experience with regulations in the Clean Water Act.
- Experience collecting and interpreting water quality data.
- Experience carrying out grant objectives for a Tribal government.
- Above average computer skills (GIS & GPS experience desired).
- Experience working with various federal, state and local agencies.
- Knowledge and experience in lotic system watercraft operation and safety.
- Knowledge and experience pertaining to wetland species identification such as waterfowl, vegetation, amphibians, and other aquatic species.
- Demonstrated practice and interpretation of Traditional Ecological Knowledge (TEK) with a breadth of understanding related to the Klamath River Watershed and associated aquatic resources (freshwater, estuarine, and marine) and local climate change impacts.

**MINIMUM QUALIFICATIONS:**

1. Academic education, formal training and/or work experience leading to a working knowledge of the objectives; principles, practices, standards, procedures, theories of environmental analysis; technical field work, and impact assessment.
2. Knowledge of research and survey methodology commonly used to assess environmental impacts, and to classify or identify sources of environmental factors contributing to environmental degradation, or impacts on natural resources.

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3. General knowledge and practice in data collection and analysis techniques, and in formulating qualitative and quantitative standards.
4. Ability to understand and apply federal and Tribal laws, regulations, policies, procedures, and program standards in the environmental assessment and planning process.
5. Able to prepare clear, concise, and complete technical documents, reports, grants and other written materials.
6. Skill and experience in functioning as a member of a technical workgroup or in a multi-disciplinary team environment.
7. Able to exercise sound independent judgment within established guidelines and protocol.
8. Must be willing to travel frequently on the remote areas of the Yurok Reservation.
9. Must be willing to travel, successfully complete YTEP assigned training, and attend evening or weekend meetings as required

**EDUCATION/EXPERIENCE:**

A Bachelor's Degree from an accredited college in Environmental Science or Natural Resource program;

OR

Bachelor's Degree from an accredited college and one year of progressively responsible professional experience working within a Natural Resource program;

OR

Completion of two years of undergraduate course work in an Environmental Science or Natural Resource program (at full time enrollment) and two years of specialized experience working within a Natural Resources Program.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Must have a valid California Driver's License and be able to be placed on the Tribal insurance plan.
4. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

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5. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
6. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.
7. VISION REQUIREMENTS:
  - Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date