



Yurok Tribe

Job Description

JOB TITLE:	Environmental Protection Officer		
JOB GRADE:	8	REPORTS TO:	Program Manager/Environmental Director
STATUS:	Non-Exempt	LOCATION:	Yurok Reservation (not remote)
DEPARTMENT:	Environmental Department	DIVISION:	Natural Resources
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$24.88-\$32.47		

POSITION SUMMARY:

Under the direct supervision of the Enforcement, Response and Education (ERE) Program Manager, and general supervision of the Environmental Director, the Environmental Protection Officer (EPO) will assist in assuring that Yurok Indian Reservation residents remain in compliance with all Environmental Ordinances & Laws.

The principal function of the EPO is to perform a variety of law enforcement duties and enforce Yurok Tribal Environmental Ordinances to ensure the prevention of environmental crimes. The work is performed under the supervision and direction of higher level supervisory and management personnel, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee to establish and maintain effective working relationships with all others contacted in the course of work. This position will work closely with the Yurok Tribal Police Department and other departments that refer cases to the Office of the Tribal Prosecutor. **This position is categorized as safety sensitive.**

DUTIES AND RESPONSIBILITIES:

1. Work under the direct supervision of the ERE Program Manager to enforce Yurok Tribe Environmental Ordinances.
2. Operate a chainsaw, pneumatic and battery-operated power tools.
3. Operate a jet drive-propeller drive watercraft in all types of river/ocean conditions.
4. Operate an all-terrain vehicle (ATV) in adverse weather conditions.
5. Safely and competently operate 4x4 vehicles in all weather and terrain conditions.
6. Safely and competently operate 4x4 vehicles while towing cargo in all weather and terrain conditions.
7. Issue citations to ordinance violators.
8. When appropriate, assist Yurok Tribal Police in emergency situations.
9. Represent the Yurok Tribe Environmental Department by facilitating, organizing, and presenting at community education events as required.
10. Conducts compliance inspections on construction sites, both permitted and non-permitted, as required.
11. Identify community deficiencies in the areas of environmental health, environmental quality, water quality, and air quality.
12. Participate in training of law enforcement, contractors, other tribal departments and the community on best practices.
13. Collect and analyze demographic data and internal statistics regarding types of offenses committed, high environmental crime areas, and volume of cases resulting on prosecution, either tribally or in state court.
14. Investigate community complaints as required.
15. Respond to environmental incidents, fish kills, hazardous material spills, environmental disasters, etc., throughout the service area as required.

16. Write legible, legally defensible reports, maps and other documents as required; prepare reports and documents using correct spelling, grammar, and punctuation.
17. Prepare and document cases, complete and maintain; photographic record, reports, logs, maps, and other records as required.
18. Record interviews, store and maintain securely and according to confidentiality policy while maintaining legal defensibility.
19. Appear and testify in Tribal, State and Federal Courts as required.
20. Process, collect and label physical evidence, laboratory analysis, photo evidence or property as required.
21. Maintain assigned equipment and vehicles, in a clean and serviceable condition.
22. Maintain confidentiality of investigations, cases and protects the privacy and constitutional rights of all persons.
23. Supervise restorative justice and community service activities as required.
24. With guidance from upper management this position will be partially responsible for the development and capacity building of YTED's environmental enforcement/compliance program.
25. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 8: Bachelor's degree in related field with one year job specified experience.. Employees must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
2. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

1. One to three years' experience working with the public in law enforcement related work.
2. Skill and experience in functioning as a member of a technical workgroup or in a multi- disciplinary team environment.
3. Able to exercise sound independent judgment within established guidelines and protocol.
4. Must be willing to travel frequently on the remote areas of the Yurok Reservation outside of normal working hours as necessary.
5. Must be willing to travel, successfully complete YTED assigned training, and attend or respond to evening or weekend meetings or incidents as required.
6. Be able to operate a jet and propeller driven watercraft in all types of water conditions during the day and night, or be willing to be trained to meet this requirement.
7. Skill and knowledge in the operation of two-way radio systems, multiple line telephones and basic computer skills preferred.
8. Basic First Aid and CPR training.
9. Working knowledge of the Yurok Tribe Environmental Ordinances.
10. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.

- 3. Must pass a background investigation and fingerprint clearance.

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.

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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

- 1. Close vision (clear vision at 20 inches or less).
- 2. Color vision (ability to identify and distinguish colors).
- 3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- 4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This "at will" relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date