YUROK TRIBE-JOB DESCRIPTION

Environmental Protection Specialist – Water

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Environmental Protection Specialist – Water</th>
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<tbody>
<tr>
<td>Job Grade</td>
<td>7</td>
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<tr>
<td>FLSA Status</td>
<td>Non-Exempt</td>
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<tr>
<td>Location</td>
<td>Klamath</td>
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<tr>
<td>Department</td>
<td>Environmental (YTEP)</td>
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<tr>
<td>Division</td>
<td>Natural Resources</td>
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<tr>
<td>Reports To</td>
<td>Environmental Program Managers-Water</td>
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</tbody>
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Position Summary:
The Environmental Protection Specialist (EPS) - Water is a multi-disciplinary environmental professional position. The position is entirely grant funded and grant writing is an important and necessary function. The EPS may be assigned to any of the following environmental areas depending on the Tribe’s need, funding source, and the individual’s expertise: water quality, hydrology, wetlands, permitting/inspection, environmental education, data management, and/or administration. Specialists work under the direct supervision of the Environmental Director, Water Program Manager, and Water Program Coordinator. Specialists are expected to complete additional duties as assigned to meet Environmental Department needs and objectives.

Duties and Responsibilities:
1. Reports and follows directions and assignments from supervisors to implement and complete work plans and objectives for Environmental Department grants.
2. Develops, maintains, and implements quality control measures for water quality, hydrology and wetland data collection and management.
3. Conducts field work collecting water quality, hydrologic, wetland, ecological, and other related environmental data in freshwater environments and headwater wetlands.
4. Performs data entry, analysis, and assists in preparing and submitting professional quality reports and data submittal funding and reporting agencies.
5. Interacts with Environmental Department Technicians, Specialists, Coordinators, Managers, various Tribal departments, other Tribes, and outside agencies in the coordination, collection, and dissemination of environmental data.
6. Operates and manages water quality/quantity instruments and the real-time water quality monitoring network under the direct supervision of the Water Program Manager and Water Program Coordinator.
7. Provide technical assistance Yurok Tribal staff.
8. Troubleshoot problems with data collection and management systems, including hardware and software.
9. Identify funding and other resources necessary to meet the mission and objectives of the program.
10. Successful completion of Environmental Department-assigned training related to this position.
YUROK TRIBE-JOB DESCRIPTION
Environmental Protection Specialist – Water

11. Perform other duties of a similar nature as required.

SUPERVISORY RESPONSIBILITIES:

Supervise Environmental Technicians, AmeriCorps Volunteers, and interns as directed by supervisors.

DESIRABLE QUALIFICATIONS:

- Master of Science degree, or post-baccalaureate certificate in environmental science, biology, hydrology, or a closely related natural resource science field.
- Experience using GIS and statistical software packages for data analysis (Ex. ArcGIS software, R, Python, etc.)
- Experience working with complex environmental databases (data entry & quality control).
- Experience in managing environmental data for submission to US EPA and other reporting agencies.
- Experience working with tribes.
- Experience operating continuous water quality monitoring equipment.
- Experience collecting high flow discharge measurements, suspended sediment, and a wide range of water quality parameters with different collection equipment, consistent with USGS and USEPA standards.
- Experience interfacing with real-time data collection platforms with multiple sensor inputs.

MINIMUM QUALIFICATIONS:

1. Knowledge of research and survey methodology commonly used to assess environmental impacts, and to classify or identify sources of environmental pollution and factors contributing to environmental degradation or impacts on natural resources.
2. Knowledge and practice in water quality data collection, management, and analysis techniques.
3. Able to assist in the preparation of clear, concise, and complete technical documents, reports, grants and other written materials.
4. Skill and experience in functioning as a member of a technical workgroup or in a multi-disciplinary team environment.
5. Able to exercise sound independent judgment within established guidelines and protocol.
6. Must be willing to travel frequently to remote areas of the Yurok Reservation, attend evening or weekend meetings as required, and travel for any required training.
7. Ability to organize own work, set priorities and meet critical time deadlines.
8. Ability to communicate effectively with co-workers, superiors, the general public, and representatives of public and private organizations.
9. Knowledge of computer hardware and software—including MS Office suite (Word, Excel, PowerPoint, Access, Outlook) and Adobe Acrobat.
10. Ability to complete data entry, manage large data sets, data QA and data processing to meet reporting agencies’ requirements.
11. Ability to understand and apply relevant federal and Tribal laws, regulations, policies, procedures, and program standards.

EDUCATION/EXPERIENCE:

Bachelor of Science degree in Environmental Science, Natural Resources, or another related discipline,

OR

four years of formal training and work experience conducting environmental field work while learning the principles and procedures of environmental analysis, as outlined below.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. All applicants may be subject to the Tribe’s Comprehensive Background Check Policy.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. Must possess a valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license.
5. Must be insurable on the Tribe’s insurance policy and able to drive a GSA vehicle.
6. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos with the ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
7. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form with the ability to deal with problems involving several concrete variables in standardized situations.
8. 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 may be required to have the ability to lift 25 to 50 pounds, stamina and sufficient physical ability and dexterity to accomplish fieldwork that includes strenuous exertion, inclement weather and long hours in the field. However, there may be exceptions for certain positions.
9. Additional Requirements: Certain tasks will require successful completion of a physical stamina test.
10. VISION REQUIREMENTS:
Environmental Protection Specialist – Water

- 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