

**YUROK TRIBE-JOB DDESCRIPTION
ENVIRONMENTAL PROTECTION OFFICER**

Job Title:	Environmental Protection Officer				
Job Grade:	7	FLSA Status:	Non-Exempt	Location:	Yurok Reservation (Not Remote)
Department:	Environmental Department		Division:	Natural Resources	
Reports To:	Enforcement, Response & Education Program Manager/Environmental Director				
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$22.70-\$29.62				

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

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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. Perform other related duties as assigned.
25. With guidance from upper management this position will be partially responsible for the development and capacity building of YTED's environmental enforcement/compliance program.

MINIMUM QUALIFICATIONS:

- One to three years' experience working with the public in law enforcement related work.
- Skill and experience in functioning as a member of a technical workgroup or in a multi-disciplinary team environment.
- Able to exercise sound independent judgment within established guidelines and protocol.
- Must be willing to travel frequently on the remote areas of the Yurok Reservation outside of normal working hours as necessary.
- Must be willing to travel, successfully complete YTED assigned training, and attend or respond to evening or weekend meetings or incidents as required.

EDUCATION/EXPERIENCE:

- Minimum requirement is a Bachelor's Degree from an accredited college in

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Environmental Science, Natural Resource Management or a closely related discipline, or other applicable Bachelor's Degree as it relates to law enforcement and this position, or two years of college course work at an accredited college AND 2 years' experience in the enforcement/compliance field. *(Equivalent combinations of education and experience are qualifying for this position.)*

- 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.
- Skill and knowledge in the operation of two-way radio systems, multiple line telephones and basic computer skills preferred.
- Basic First Aid and CPR training.
- Working knowledge of the Yurok Tribe Environmental Ordinances.
- Valid Class C California State Driver's License

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. All applicants may be subject to the Tribe's Comprehensive Background Check Policy.
3. Must have a valid California Driver's License.
4. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
5. Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to observe and identify criminal activity, read and report license plates, and efficiently operate law enforcement equipment and firearms as required;
6. Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate law enforcement equipment and vehicles, render aid to the public, and other field tests as required;
7. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
8. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to move heavy objects, easily access tight spaces and confined areas, and sit for extended periods on moving watercraft as required.
9. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to move heavy objects, easily access tight spaces and confined areas, and sit for extended periods as required.
10. 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.

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11. 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. Ability to deal with recalcitrant ordinance violators in the field.
12. 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.
13. 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

Supervisor Signature

Date