



Yurok Tribe

Job Description

JOB TITLE:	Environmental Protection Specialist-Water		
JOB GRADE:	7	REPORTS TO:	Environmental Water Program Manager
STATUS:	Non-Exempt	LOCATION:	Klamath/Weitchpec
DEPARTMENT:	Environmental Department	DIVISION:	Natural Resources
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$22.70-\$29.62		

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 to 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.
11. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Highschool diploma or GED with four years specified experience.
2. 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.
3. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

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

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 your 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.
12. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

DESIREABLE QUALIFICATIONS:

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

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