



Yurok Tribe

Job Description

JOB TITLE:	Environmental Coordinator Wetlands Scientist		
JOB GRADE:	8	REPORTS TO:	Water Program Manager
STATUS:	Non-Exempt	LOCATION:	Klamath
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:

The Environmental Coordinator Wetlands Scientist is a multi-disciplinary environmental professional position with emphasis on wetland delineation, investigation, protection, and data analysis. The position is entirely grant funded and grant writing is an important and necessary function. The Environmental Coordinator 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. The Environmental Coordinator works under the general supervision of the Environmental Director and the direct supervision of the Water Program Manager. The EC is 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 Water Program Manager 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. Leads field work collecting water quality, hydrologic, wetland, biotic, and other related environmental data in freshwater environments and headwater wetland ecosystems per approved work plans and funding.
4. Performs data entry, analysis, and assists in preparing and submitting professional quality reports for the Water Program, and data submittal to US EPA and other applicable funding agency requirements and standards.
5. Interacts with intradepartmental superiors, peers, and subordinates as well as interagency personnel in the coordination, collection, and dissemination of Tribal 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.
7. Provide technical assistance to Environmental Department staff and other Tribal personnel.
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 Environmental Department.
10. Successful completion of Environmental Department-assigned training related to this position.
11. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 8: Four years of college with coursework emphasizing Environmental Science, Ecology, Natural Resources or a related discipline from an accredited college or two years of college with coursework in Environmental Science, Natural Resources, or a related discipline from an accredited college plus 2 years of professional experience conducting data management and statistical analyses. *Note- a graduate level degree substitutes all required professional 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.

MINIMUM QUALIFICATIONS:

1. 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. Knowledge and practice in water quality data collection, management, and analysis techniques, and in formulating scientific questions based on qualitative and quantitative standards.
3. Able to organize own work, set priorities and meet critical time deadlines in order to prepare 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 on the remote areas of the Yurok Reservation, attend evening or weekend meetings as required, and travel for any required training.
7. Able to communicate effectively with co-workers, superiors, the general public, representatives of public and private organizations, and others sufficient to convey information or exchange information.
8. Proficient with computer hardware and software including MS Office suite (Word, Excel, PowerPoint, Access, Outlook), Adobe Acrobat, and at least one data analysis software tool (e.g., R, Python, JMP, etc.).
9. Able to complete data entry, data QA and data processing to meet US EPA reporting requirements.
10. Able to understand and apply federal and Tribal laws, regulations, policies, procedures, and program standards.
11. All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy including pre-employment screening.
12. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

DESIRED QUALIFICATIONS:

1. Knowledge of research and survey methodology commonly used to quantify water quality/quantity, assess environmental impacts using biological indicators, and to classify, identify or better understand factors contributing to environmental degradation, or impacts on stream and headwater wetland ecosystems.
2. Proficiency using mapping software packages (Ex. ArcGIS, etc.)
3. Knowledge of prominent water quality/quantity issues in the Klamath River Basin.
4. Ability to learn new technologies and apply them, as demonstrated by efficient data management and utilizing water quality/quantity monitoring technology.
5. Experience working with tribes and agency partners including US EPA, USGS, and US BOR.
6. Experience in operating continuous water quality monitoring equipment.
7. Experience in collecting high flow discharge measurements, suspended sediment samples, nutrient, periphyton, and cyanotoxin samples consistent with USGS and US EPA standards.
8. Experience in interfacing with real-time data collection platforms with multiple sensor inputs.

SUPERVISORY RESPONSIBILITIES:

Supervise and assist in the training of Environmental Specialists, Technicians, AmeriCorps Volunteers, and interns as directed by supervisors in field and office protocol.

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.
4. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630; 25 Code of Federal Regulations Part 63 – Indian child Protection and Family Violence Prevention; Crime Control Act of 1990, Employee Background Checks; and Executive Order 12968, Adjudicative Guidelines.

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