



Yurok Tribe

Job Description

JOB TITLE:	Environmental Coordinator-Water		
JOB GRADE:	8	REPORTS TO:	Environmental 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 (EC)-Water is a multi-disciplinary environmental professional position with emphasis on data management and analysis. The position is entirely grant funded and grant writing is an important and necessary function. The EC 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 EC works under the direct supervision of the Environmental Director and 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 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. 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 Environmental Department Technicians, Specialists, Managers, various Tribal departments, other Tribes, and outside agencies 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 outside 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. Bachelor's degree in related field with one year job specified experience.
2. Employee 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 and assist in the training of Environmental Specialists, Technicians, AmeriCorps Volunteers, and interns as directed by supervisors. Supervise and direct staff in field and office work protocol.

MINIMUM QUALIFICATIONS:

1. Academic education, formal training and/or work experience leading to a working knowledge of the objectives; principles, practices, standards, procedures, theories of environmental analysis; technical field work, and impact assessment.
2. 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.
3. Knowledge and practice in water quality data collection and analysis techniques, and in formulating qualitative and quantitative standards.
4. Able to prepare clear, concise, and complete technical documents, reports, grants, and other written materials.
5. Skill and experience in functioning as a member of a technical workgroup or in a multi-disciplinary team environment.
6. Able to exercise sound independent judgment within established guidelines and protocol.
7. 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.
8. Ability to organize your own work, set priorities and meet critical time deadlines.
9. Ability 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.
10. Ability to explain technical concepts and procedures to non-technical users.
11. Knowledge of computer hardware and software including MS Office suite (Word, Excel, PowerPoint, Access, Outlook) and Adobe Acrobat.
12. Ability to complete data entry, data QA and data processing to meet US EPA reporting requirements.
13. Ability to understand and apply applicable federal and Tribal laws, regulations, policies, procedures, and program standards.
14. 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. Knowledge and practice in water quality/quantity data analysis techniques, and in formulating qualitative and quantitative standards and implementing standards set by the Yurok Tribe and US EPA.
3. Experience using GIS and statistical software packages for data analysis (Ex. ArcGIS software, R, Python, etc.)
4. Knowledge of prominent water quality/quantity issues in the Klamath River Basin.
5. Ability to learn new technologies and apply them, as demonstrated by efficient data management, data analysis and utilizing water quality/quantity monitoring technology.
6. Ability to work with and develop scientific questions, understand continuous and discrete data sets, and efficiently manage databases (data entry & quality control).
7. Experience working with tribes and agency partners including US EPA, USGS, and US BOR.
8. Experience in operating continuous water quality monitoring equipment.
9. Experience in collecting high flow discharge measurements, suspended sediment samples, nutrient, periphyton, and cyanotoxin samples consistent with USGS and US EPA standards.
10. Experience in interfacing with real-time data collection platforms with multiple sensor inputs.

CONDITIONS OF EMPLOYMENT:

11. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
12. 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.
13. 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