



Tolowa Dee-ni' Nation Position Description

Title: Water Resource Technician
Class: Non-management
Status: Full-time
Supervisor: Natural Resources Director
Effective Date: August 2015

Department: (11) Natural Resources
FLSA: Non-exempt
Pay Grade: V - VI (\$13.76 - \$21.98)
Subordinates: None
Grant Funded: No

Position Summary:

This position is a responsible staff position within the Natural Resources Office. The Water Resource Technician researches, collects water samples from various water sources on or near the Reservation, submits samples for analysis, issues reports and provides data input following the approved Quality Assurance Program Plan and the Sampling Analysis Plan. This position is also responsible for interpreting and reporting information obtained during monitoring, preparing documents pursuant to the Clean Water Act (CWA), assists in preparing the Tribal Environmental Plan, assists in education and outreach programs and works closely with U.S. Environmental Protection Agency (U.S. EPA) and other governmental agencies.

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

Essential Duties and Responsibilities: include the following.

- Collect water samples, conduct research, complete analyses, perform quality checks, and complete data input following the Quality Assurance Program Plan (QAPP) and the Sampling Analysis Plan.
- Report and interpret information obtained during environmental monitoring to the Natural Resources Programs Director.
- Prepares documents and correspondence required under the U.S. EPA CWA 106 Water Pollution Control and U.S. EPA CWA 319 Non-Point Source Pollution Control Programs.
- Assist in the development of the Tribal Non-Point Source Plan.
- Assist in the annual assessment of the Tribal Environmental Plan, including water quality standards, Codes and Ordinances.
- Assist in the Natural Resources education and outreach programs, including coordinating and/or presenting workshops for Tribal members.
- Work closely with and have frequent communications with the U.S. EPA and other similar governing agencies.
- Support overall Tolowa Dee-ni' Nation operations by assisting in other tasks as directed by the Natural Resources Director, Tribal Administrator and/or Tribal Council.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- Ability to communicate effectively in writing in order to prepare a variety of reports, correspondence, and memoranda.
- Must be able to effectively utilize a personal computer and other modern office equipment.
- Must be a team player with the ability to multi-task in a fast paced work environment.
- Ability to work irregular hours, including weekends and holidays.
- Ability to lift and carry up to thirty (30) pounds on a frequent basis.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read, write and understand complex report forms.
- Demonstrated working knowledge of Microsoft Office software, including Access, Excel, Word and PowerPoint is required.
- Knowledge and understanding of common office practices and procedures is required.
- Knowledge and experience in the documentation of program activities is required.
- GIS and GPS skills are preferred.
- Comprehensive knowledge of the history, culture and organizational history of the Tolowa Dee-ni' Nation is preferred.
- Ability to work effectively with other agencies, the Tribal workforce and other internal and external customers is preferred.
- High school diploma or equivalent (GED) is required, additional post-secondary education or specialized training is preferred.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

The work requires, at times continual standing, sitting, walking, digging, crawling and possibly climbing. Must be able to lift up to thirty pounds on a frequent basis.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

Work is performed in an office setting and also out in the field.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____