

Tolowa Dee-ni' Nation Position Description

Title: Environmental Protection Technician
Class: Skilled
Status: Full Time
Supervisor: Natural Resources Director
Effective Date: December 2008

Department: (11) Natural Resources
FLSA: Non-Exempt
Pay Grade: IV (\$11.64 - \$16.42)
Subordinates: None

Position Summary:

This position is on the Tolowa Dee-ni' Nation. This position serves as an Environmental Protection Technician with the Natural Resources Department.

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

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Works under the close supervision of a higher grade employee who provides specific, detailed instruction on all assignments.
- Employee works as instructed and consults supervisor on all matters not specifically covered in initial instructions.
- Work is spot-checked in progress and is reviewed upon completion for accuracy, adequacy, and adherence to instruction and established procedures. Other duties may be assigned, changed, added to or deleted at the sole discretion of the Natural Resources Director.
- Type labels, reports, letters, newsletters, and files documents as required.
- Assist with grant preparation and management, not limited to research, typing, copying, mailing and financial tracking.
- Enter data into prepared spreadsheets.
- Assist with the coordination of events.
- Field inquires as necessary.
- Independently manage straightforward program or portions of programs, as directed.
- Perform research for grants and programs using telephone, internet, written and onsite information sources.
- Accompany Natural Resources Director and perform alone on site visits and field surveys.
- Perform field collection of data independently.
- Attend trainings and meetings as directed.
- Position requires occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- Skilled in readily understanding and following clear instructions.
- Synthesizes complex or diverse information.
- Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Speaks clearly and persuasively in positive or negative situations.
- Looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- Prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Requires computer literacy in Microsoft office environment.
- Observes safety and security procedures and uses equipment and materials properly.
- High school diploma or equivalent (GED) is required.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyzes, and interprets technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions, while facilitating group meetings.

Mathematical Skills:

Ability to work with mathematical concepts, ability to apply concepts such as fractions, percentages, ratios, and pro-rations.

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:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

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. (probably should say something about hot, cold, rain and so on.)

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____