

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Wildlife Biologist

EXEMPT: Yes

TARGET SALARY: \$18.96 to \$20.30/DOQ

PROGRAM: Forestry

REPORTS TO: Wildlife Division Manager

JOB CODE: 3-SS T5

SHIFT: 8:00 to 5:00

LOCATION: Forestry

SUMMARY: As stated in the Makah Wildlife Management Plan, it is the goal of the Makah Tribe to conserve wildlife populations on the Makah Indian Reservation for the wise use, cultural activities and enjoyment of future generations. It is the primary duty and responsibility of the Wildlife Biologist to help conserve all native vertebrate wildlife species on the Makah Reservation by: protecting, enhancing, or managing the habitat; managing and regulating the harvest of game species; inventorying and documenting the occurrence and distribution all vertebrate species and their associated critical habitat; education community; and working with all Tribal natural resources managers to practice adaptive management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Research and apply all applicable federal regulations and tribal resolutions and ordinance.

Work with the Makah Wildlife Division Manager and other Makah Tribal biologists and department personnel to develop wildlife policies and hunting regulations that protect or conserve Makah treaty rights and wildlife resources, both on an off the reservation.

Work with biologists and staff from other Tribes and federal or state agencies to protect or conserve Makah treaty rights and wildlife resources; participate in data collection and analysis, review project proposals or policy statements; provide summaries and recommendations to appropriate Makah tribal personnel.

Make recommendations to all Makah tribal departments on environmental issues relating to wildlife.

Assess the impacts and effects of all proposed projects and timber sales on the wildlife of the Makah Reservation. Recommend actions to mitigate or minimize negative impacts. Prepare Environmental Assessments as required by NEPA.

Prepare Biological Assessments for project that may adversely affect known threatened and endangered species under the direction of the Wildlife Division Manager. Work with U.S. Bureau of Indian Affairs and /or Fish and Wildlife Service on Section 7 consultations as required by the Endangered Species Act.

Plan coordinate, and conduct wildlife population of habitat surveys for current and future species of interest. Current species of interest include trumpeter swan, deer, elk, marbled murrelet, northern spotted owl, bald eagle, and peregrine falcon. Compile and analyze data. Prepare written reports.

Prepare and submit grant applications for wildlife management programs.

SUPERVISORY RESPONSIBILITIES

Directly supervises temporary technicians in the program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employee' planning, assigning, addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from a four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

OTHER SKILLS AND ABILITIES

Have knowledge of Pacific Northwest environmental issues and an understanding of the NEPA process.

Have knowledge of Section 7 consultation procedures as required by the Endangered Species Act

Able to conduct low-level aerial surveys in light aircraft or helicopters without experiencing air sickness.

Able to prepare and administer contracts.

Able to secure federal and state certification for the application of herbicide to treat noxious weeds on trust and fee land. Able to supervise temporary technicians involved with treatment and maintain records of treatment as required by applicable law.

Should be familiar with common word processing, spread sheet, and statistical analysis programs, ArcMap, and be proficient in desktop publishing.

Able to use compass, maps, aerial photographs or cell phone applications such as Avenza Maps to navigate in steep, forested terrain.

Have knowledge of the life histories, ecology, and management needs of wildlife species of the Olympic Peninsula.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee must be able to work in heavy brush and forested conditions in all seasons of the year. Good physical condition required for remote field surveys and other related work. Work in safe manner with little or not assistance. Operate vehicles in safe manner. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential

and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115

71 Makah Bay Drive

Neah Bay, WA 98357

Fax: (360) 645-3123

E-mail: katherine.thompson@makah.com

OPEN: March 14, 2019

CLOSE: March 27, 2019

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.