

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Technician II (Water Quality)

EXEMPT: No

TARGET SALARY: \$12.33 to \$14.50/DOQ

PROGRAM: Fisheries

REPORTS TO: Water Quality Specialist

JOB CODE: 4-TS T4

SHIFT: 8 am-5 pm

LOCATION: Bldg. 15

SUMMARY: Assists the Water Quality Specialist in conducting water quality field monitoring and implementation the BEACH program. Duties include collecting and transporting marine samples, collecting and analyzing data, submitting data to EPA, managing local BEACH databases, and submitting yearly program reports and grant applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES including 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.

Offer general support for all Water Quality field activities, data collection, and reporting. Many of the following activities will be done cooperatively with the Water Quality Specialist; however the ability to carry out these duties independently in certain situations will be mandatory.

Conduct water quality monitoring activities accurately, timely and in accordance with the program's Quality Assurance Project Plan.

Calibrate water quality equipment; record results, report and problem solve equipment malfunctions.

Skillfully collect undamaged shellfish tissue samples and send to Washington Department of Health for Analysis.

Develop and distribute public communication materials regarding water quality issues and closures in paper and digital form.

Work under the direction of the Water Quality Specialist to implement the Makah Beach Monitoring Program and its following components: Sampling and Analysis Plan, Quality Assurance Project Plan, Data Management Plan, Reporting and Notification Plan and Training Plan.

Collect, certify, and deliver water samples from local beaches to Clallam County Lab and submit field data to Washington State database.

Review lab test results and determine if resembling is necessary.

Collaborate with local, county, and state agencies to determine if a beach notification or closure is necessary.

Investigate possible sources of pollution and work with Environmental staff to take remedial actions.

Work with the Water Quality Specialist to implement and oversee the completion of BEACH grant objectives and requirements.

Manage local BEACH Access-based databases which contain water samples results, field , data and closure/notification data.

Format and submit Monitoring and Notification database reports in to XML documents for online submission to WQX, PRAWN, and BEACON databases.

Assist the Water Quality Specialist in coordinating conference calls with various Federal, State, contracting, and non-profit organizations. Take accurate notes for future reference and contribute to discussion at hand.

Advertise, grade, and select contractor for professional consulting services.

Work with the Water Quality Specialist to achieve outreach and education goals for both general Water Quality and BEACH Programs.

Complete annual BEACH Grant and submit for review and approval.

Complete annual Beach Pollution Sources Surveys on a yearly basis for the Makah beaches.

Update the Makah Water Quality website, making sampling data available to Public.

Required to edit and update the Makah Water Quality website, making sampling data available to the public.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

High school diploma or General Education Degree (GED) with at least two years of college level pre-requisite classes, including language, math, and science courses is **REQUIRED**.

Associate of Science, Associates of Arts, or equivalent university experience Preferred.

Prior experience and knowledge using water quality monitoring equipment/instrumentation, including YSI and turbidity meter is **REQUIRED**.

A minimum of six months to one year of water quality and BEACH monitoring and field data collection experience preferred.

Experience and knowledge using database programs, including MS Access, NWIFC/WQX, and familiarity with ArcGIS and ArcMaps is **REQUIRED**.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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 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

Must have basic knowledge of boating safety.

Must have the ability to read maps, use GPS and/or compass to navigate rugged wilderness and marine environments under the supervision of the Water Quality Specialist.

Ability to precisely collect and record data accurately.

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, databases and email. Additional software program experience is preferred.

Ability to listen, observe and record a variety of information accurately.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful and effective manner, contributing to a positive work environment.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.

Must have knowledge of grant preparation, contract development, submission process, and reporting.

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

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 50 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. 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: Tabitha.herda@makah.com

OPEN: August 28, 2019
CLOSE: September 11, 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.