

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Water Quality Specialist**

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<b>EXEMPT: Yes</b>	<b>JOB CODE: 3-SS T5</b>
<b>TARGET RATE: \$19.52 to \$22.97/DOQ</b>	<b>SHIFT: 8:00 to 5:00</b>
<b>PROGRAM: Fisheries</b>	<b>LOCATION: Bldg 6</b>
<b>REPORTS TO: Environmental Division Manager</b>	

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**SUMMARY:** The Water Quality program requires effective project management and compiling of the data produced from the research and assessment of water quality on the Makah Reservation and within the treaty resource area. This position is funded through the Environmental Protection Agency (EPA), to assist the Makah Fisheries Environmental Division in identifying and addressing nonpoint source pollution water quality problems affecting, or potentially affecting Tribal Treaty protected fisheries and shellfish resources. Responsible for coordinating the collection of a variety of water quality information, and interpreting the results through comparison to existing standards and other studies. Responsible for collecting, processing and reporting on water quality data on the Makah Reservation. Emphasis will be placed on working closely with land managers and other agencies to cooperatively develop strategies and plans to address water quality problems on the Makah Reservation and throughout the Makah Treaty Resource Area. Works closely with the Environmental Division Manager.

**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.

At the direction of the Environmental Division Manager, implement water quality standards for the Makah Reservation.

Lead the collection, processing and reporting of water quality data. Act as project lead on various water quality and water resource projects both on and off the Makah Reservation.

Implement a quality assurance/quality control plan for water quality monitoring.

Participate in the review, development, and implementation of local, regional, and state nonpoint water pollution control programs. Attend nonpoint source control and monitoring training sessions.

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Create quarterly reports that address the accomplishments and status of each activity in the project work plan. Reports will include Object Class Categories for quarterly expenditures. Assist in the development of grant proposals to the EPA or other sources. Assist in the preparation and submittal of grant applications for water quality corrective measures.

Supervise environmental technical staff that may accommodate water quality and environmental objectives as described above. The Water Quality Specialist as directed will assist the Environmental Division Manager with environmental project objectives.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises the Technician III (Water Quality) 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.

### **QUALIFICATIONS REQUIREMENTS:**

#### **EDUCATION and/or EXPERIENCE:**

A Bachelor's degree in geomorphology, hydrology, fisheries biology, aquatic ecology, aquatic chemistry, or an environmental science related discipline is preferred. Some post secondary experience is required.

Must have a minimum of two years supervisory experience.

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS:**

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

#### **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:**

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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:**

Knowledge of federal and state water quality laws is highly desirable (Clean Water Act, Washington State Quality Standards, etc.)

Knowledge of wetland ecology is desirable.

Experience in work related to monitoring water quality and identifying and addressing nonpoint source water pollution problems.

Must have excellent oral and written communication skills, and be familiar with word processing and spreadsheets. Experience with data entry and statistical analysis and must be able to collect accurate data, compile and maintain files, and effectively present information in a “one on one” situation ad in small/large group setting.

Must have proven successful experience in grant writing, contract development and submission process.

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

Must have computer application program skills such as knowledge and sue of email, internet browser, word processing, spreadsheets, database and presentation programs and GIS software and programs and able to scan documents/maps and operate all office equipment.

Must possess the ability to develop budget proposals and modify budgets in accordance with established policies.

Experience working for an Indian Tribe is highly desirable.

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**

The employee must occasionally lift and/or move up to 65 pounds. Strenuous field work will require the ability to work safely and efficiently in steep terrain as well as in streams, and the ability to read maps and navigate in the woods.

**WORK ENVIRONMENT**

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While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

The employee must occasionally lift and/or move up to 65 pounds. Strenuous field work will require the ability to work safely and effectively in steep terrain as well as in streams and the ability to read maps and navigate in the woods.

**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  
Personnel Office  
P.O. Box 115  
**71 Makah Bay Drive**  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [katherine.thompson@makah.com](mailto:katherine.thompson@makah.com)

**OPEN: July 13, 2021**  
**CLOSE: July 26, 2021**

**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.

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