

**TEMPORARY FULL TIME  
WITH BENEFITS  
January 1, 2025 thru December 31, 2026  
MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Water Quality Tech III (Non-Point-Source & Delineation)**

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<b>EXEMPT: No</b>	<b>JOB CODE: 3-SS T-3</b>
<b>TARGET SALARY: \$18.81 to \$20.90/DOQ</b>	<b>SHIFT: 8:00 to 5:00</b>
<b>PROGRAM: Fisheries</b>	<b>LOCATION: Bldg 180</b>
<b>REPORTS TO: Water Quality Specialist</b>	

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**SUMMARY:** This position supervises in-field non-point source (NPS) & delineation water quality testing and analysis, water quality education and outreach to community members, and implementation of best management practices (BMP) in water quality improvement projects. Note that this position is fully funded for two years, with the expectation that funding will be available in an ongoing manner to extend this work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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.

The Water Quality Tech III (WQT III) will also help with and support regular water quality activities, including but not limited to CWA sampling, EPA BEACH program sampling, harmful algal bloom sampling and analysis, etc.

Responsible for the following non-point source water quality improvement projects; cross drains, bank restoration, and placement of best management practices. Directs all subordinates in the field to ensure work of subordinate employees meets project goals. Reports to Water Quality Specialist.

Under the supervision of the Water Quality Specialist the WQT III will go after funding to support the water quality improvement projects to be conducted in the program.

The WQT III will assist the Water Quality Specialist in administrating EPA funded Non-point Source program with scheduling, hiring contractors, and working program logistics. As the program develops and expands the WQT III may be asked to help build the program by managing a crew to help implement water quality improvement projects. capacity by building a NPS work crew responsible for implementing water

Performs spreadsheet and statistical data analyses, using database, communications, graphics, and word-processing software to present findings in written and in verbal formats. Aid in the designs of a program website to

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disseminate water quality education and outreach information to community members.

Manages water quality laboratory analyses and quality control procedures.

**SUPERVISORY RESPONSIBILITIES**

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

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED).

Bachelor's in environmental sciences or related field , or 2+ years of natural resources experience

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. 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, proportions, 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**

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**

Extensive knowledge of hydrologic boundaries on the Makah Reservation preferred.

Knowledge of riparian and wetland ecology is desirable.

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Ability to work cooperatively with other Agencies is essential.

Must have excellent oral and written communication skills.

Experience working for an Indian Tribe is highly desirable.

Must have working competence in computer applications and must be able to use major computer software, microcomputer word-processing, spreadsheet data analysis, operation of statistical, graphics, and communications software packages.

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 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  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: HR@makah.com

**OPEN: October 31, 2024**  
**CLOSE: November 19, 2024**

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**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.