

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Watershed Specialist**

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EXEMPT: Yes	JOB CODE: 3-SS T6
TARGET SALARY: \$32.25-\$35.83/DOQ	SHIFT: 32 hr/week
PROGRAM: Fisheries Management	LOCATION: 150 Resort Drive
REPORTS TO: Habitat Division Manager	

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**SUMMARY:** This position is within the Makah Tribe's Habitat Division, which is tasked with the protection, enhancement, and restoration of treaty reserved resources. To facilitate this role, this position is responsible for 1) developing, coordinating, and implementing habitat research, monitoring, and protection efforts throughout the Makah U&A, 2) designing and implementing habitat and watershed restoration projects both on and off reservation, most specifically implementing the Lake Ozette Sockeye Recovery Plan in the Lake Ozette watershed and 3) Assisting technical staff in land management activity review and 4) Assisting in salmon enumeration programs for the Makah Traditional Territory.

**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 as described below:

Act as project lead on various habitat monitoring, assessment, protection, and restoration projects both on and off the Makah Reservation.

Design and implement habitat restoration projects, in coordination with the Habitat Division Manager, other tribal staff and programs, and any project partners.

Oversee data analysis and management for water quality, water quantity, fish habitat, non-salmon species abundance, and land-use data using standard techniques and prepare reports and or recommendations based on pertinent findings.

Participate in development and implementation of habitat assessment and recovery plans. Participate in fish passage culvert discussions, this could include evaluating and monitoring, conducting Level A and B culvert assessments, and discussions regarding potential mitigations.

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Provide written comments to environmental assessments, management plans, and any other policy or technical documents.

Participate in tribal work groups to evaluate and consider proposals and their benefits or impacts to tribal treaty resources. Work as a member of the Makah Fisheries Salmon Team and help with reviewing and providing input for any activities assigned to the Team. This includes assisting with the salmon monitoring program as needed. Work directly with the Habitat Division staff to ensure implementation of program goals. Work with the Habitat Division and Water Quality program to identify, discuss, and assist in water quality monitoring as needed.

Work with the TFW program as needed for compliance and enforcement actions, and evaluating ecological impacts from land management activities.

Coordinate with technical and policy staff in project development and assist in writing technical reports.

Manage associated grants, budgets, and reports associated with the projects.

Participate and provide technical input in local and regional meetings as needed, as well as in any approved projects, and publications.

Assist in public education and outreach opportunities, especially working with local schools and the Makah Community.

#### **SUPERVISORY RESPONSIBILITIES:**

Directly supervises up to 8 employees in the habitat program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and Experience:**

Must have at least a Master's Degree (M.S.) in hydrology, geomorphology, restoration ecology, conservation biology, fisheries biology, fish and wildlife, limnology, or other discipline relevant to fish habitat protection and restoration preferred. However, candidates with a B.S. and considerable work experience may be considered.

A minimum of three years work related experience in identifying and addressing problems affecting habitat.

Minimum of two years supervisory responsibility.

### **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, and the general public.

### **MATHEMATICAL SKILLS**

Ability to apply statistical or mathematical tests, formulas and concepts to practice situations, research problems and complex data sets. 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**

Must have excellent oral and written communication skills. The ability to communicate, prioritize issues, and make good decisions is essential.

Knowledge of Makah Treaty rights, the boundaries of Makah Traditional Territory, Makah tribal history, traditional ecological knowledge, treaty reserved resources, as well as their associated habitat. Knowledge of the resources that exist in each of the watersheds/areas of the Makah Traditional Territory, as well as their sensitivities and needs.

Experience working for an Indian Tribe is highly desirable.

Understanding the role and importance in Traditional Ecological Knowledge.

Ability to manage gate/access keys responsibly for landowners, without impacting or putting at risk the Tribe's intricate relationship with landowners in the Makah Traditional Territory.

Strenuous field work will require the ability to work safely and efficiently in steep terrain as well as in lakes and streams, and the ability to read maps and navigate in the woods.

Experience in grant and proposal writing, and project management is highly desirable.

Knowledge of riparian and wetland ecology.

Knowledge and experience in forest hydrology, slope stability, and fluvial geomorphology.

A knowledge of forest road construction, timber harvest methods, and fish passage requirements is also desired.

Knowledge of stream monitoring and gaging equipment and programs.

Knowledge of state and federal habitat and water quality laws is highly desirable (Endangered Species Act, Washington Forest Practice Rules, Coastal Zone Management Act, State Shoreline Management Act, Clean Water Act, Washington State Water Quality Standards, etc.)

Ability to use Adobe, Microsoft Office applications, Geographic Information System (GIS), spreadsheet software, and be willing to learn new computer skills and programs as needed.

Ability to precisely collect and record accurate data.

Ability to maintain a high level of confidentiality.

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. Strenuous fieldwork will require the ability to work safely and efficiently in steep remote terrain as well as in lakes and streams, and the ability to read maps and navigate in the woods. May be required to operate machinery, computer, electro-shocker and other devices as needed.

### **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.

### **SPECIAL TAX EXEMPTION**

Internal Revenue Code § 7873 (b) (1) does apply to enrolled Makah Tribal members. This position is classified as 100% fisheries Tax exempt.

### **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, Bldg. 71**  
**Neah Bay, WA 98357**  
**Fax: (360) 645-3123**  
**E-mail: [hr@makah.com](mailto:hr@makah.com) (PLEASE NOTE NEW EMAIL ADDRESS)**

**OPEN: April 9, 2025**  
**CLOSE: May 13, 2025**

### **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, gender identity, 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.