Squaxin Island Tribe
Job Description

Job Title: Shellfish Monitor
Department: Natural Resources
Reports To: Eric Sparkman
FLSA Status: Non Exempt
Time Status: On Call
TS Range: 4/5- ($15.89)
Opening Date: March 6, 2020
Closing Date: March 20, 2020

SUMMARY: The primary purpose of this position is to monitor and manage on-site Tribal shellfish harvests. This will include being knowledgeable of defined beach boundaries, property boundaries, and beach sections. This position will be responsible for properly opening tidelands for both small and large groups of people on Tribal, State, and private tidelands, and working closely with Squaxin Enforcement as it pertains to shellfish harvests. This position will also be responsible for collecting harvest data, and maintaining that data in a database on a regular basis. This position will carry out a variety of semi-skilled duties and assist in various technical fieldwork associated with the shellfish program. This is an experienced journey-level position; the candidate will be required to be proficient in use of technical devices and programs such as GPS, Excel, and Access. Performs field work in a variety of weather conditions year round including winter night time operations. This position is physically demanding, where a majority of work assignments and time will be in the field monitoring Tribal shellfish harvests.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following.

- Monitor shellfish harvests on Tribal, State, and private tidelands.
- Collect data from each shellfish harvest, enter data, and maintain harvesting database.
- Manage harvesters from several people to large groups to ensure correct harvesting practices.
- Ability to effectively communicate with and guide large groups of people, to insure compliance with shellfish harvesting regulations.
- Identify beach boundaries, property lines, and beach sections using GPS on a regular basis.
- Ability to communicate with large groups of people, or private tideland owners.
- Ability to deal with potentially confrontational situations in an effective and professional manner.
- Operation of departmental boats used in a variety of shellfish program activities.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES: No supervisory responsibilities.

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/or EXPERIENCE: Associate’s Degree and 1 year related experience; OR High School diploma/GED with 3 years of related experience; OR 5 years related experience.

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 add, subtract, multiply, and in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
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 standard situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a valid Washington State Driver’s License, proof of insurance, be insurable by the Tribe’s insurance program, and boater’s certification.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; and talk and hear. The employee is frequently required to climb or balance. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl, taste or smell.

The job requires the employee to frequently lift and/or move over 10 pounds. The employee is occasionally required to lift 25 to 100 pounds or more.

Special vision requirements for this position are peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); depth perception (three-dimensional vision, ability to judge distances and spatial relationships); ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

The job requires the employee at times to launch a boat without assistance. When driving a boat, need to watch the water for logs and debris.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions and outside weather conditions. The employee is frequently required to work near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock and around vibration.

This job includes driving a boat, at night, in the middle of winter. This job will be mostly outdoors. Exposure will be weather dependent, including high summer temperatures and low winter temperatures. Work conditions will include all weather conditions, during all times of the year. Noise levels will be variable, often times around operating machinery such as engines, and barge booms.

OTHER: Related technical experience may include knowledge and use of statistical concepts including related computer applications such as Excel; data and sample collection experience, including population assessments; and/or surveys is desired. Database knowledge including use and management of programs such as Excel and/or Access is required. GPS and map use experience required.

DRUG FREE WORKPLACE: The successful candidate will be required to have a urinalysis for drug and alcohol screening in accordance with the Tribe’s Drug Free Workplace Policy.

INDIAN PREFERENCE: Indian Preference will be exercised in the hiring of this position in accordance with the Tribe’s Personnel Policies.

TO APPLY: Submit application packets including a resume and cover letter to apply@squaxin.us Contact Human Resources for more information: 360-432-3865.