



## **HOH INDIAN TRIBE**

P.O. Box 2196 • FORKS, WASHINGTON 98331  
TELEPHONE (360) 374-6582 • FAX (360) 374-5426

# Position Description

<b>Job Title</b>	Water Quality Specialist
<b>Department</b>	Natural Resources
<b>Reports To</b>	Director of Natural Resources
<b>Status</b>	Permanent / Full Time
<b>Salary Range</b>	D.O.E./Q.
<b>Location</b>	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

### **Summary**

The Water Quality Specialist will expand the Tribe's Water Quality Program and implement and manage the Tribe's EPA Clean Water Act 106 Program. The specialist will coordinate work with fellow staff, volunteers and consulting professionals focused on water quality issues on tribal lands on and off the Hoh Tribe Reservation and will work with tribal policy makers, staff and membership to identify and protect wetlands associated with tribal properties.

### **Duties and Responsibilities** The duties of this position include, but are not limited to:

- Develop and implement EPA grant funded Water Resources Program.
- Partner with staff from other tribes as well as non-tribal governmental and non-profit representatives to achieve water resource management and policy goals.
- Meet with Natural Resources Director and other project team members to collaborate efforts.
- Provide presentations to Tribal Members/Council on assigned programs.
- Prepare reports/drawings for submittal to Federal agencies.
- Submit monthly progress reports to Natural Resources Director.
- Performs other related duties as required.

### **Skills and Specifications**

- Must be able to perform the essential functions under the working conditions for the position. Physical surroundings are primarily in the field (woodlands, wetlands, grasslands, etc.) and may be subject to extreme conditions, including weather, pollens, dust and wildlife.
- Will spend part of the time in a general office environment.
- Must be able to travel state and nation wide for meetings, trainings and conferences, as required.

- Requires mobility, frequent walking, standing, sitting stationary, and carrying of heavy items.
- Must be able to work flexible hours when necessary or as directed.
- Must adhere to the personnel policies and drug and alcohol polices.
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check
- Excellent written and oral communication skills, including working
- Knowledge of Windows based PC programs, including Word and Excel.
- Ability to become CPR/First Aid Certified.
- Ability to work cooperatively and as part of a team with outside agencies, Tribal membership and co-workers.
- Demonstrated organizational and group leadership skills.
- Ability to meet deadlines and achieve program objectives
- Must be able to create a fluid workplan

## **Education and Qualifications**

- Bachelor's degree in hydrology with 1 year related experience, preferably with natural resource and/or environmental policy development, OR
- Associates Degree in Natural Resources and 2 years' experience in hydrology and water quality.
- Must obtain or have a Valid Washington State Driver's License
- Must be able meet GSA driving requirements
- ARC/GIS knowledge of equipment and mapping preferable.
- Direct experience and proven success working with Native American culture and community preferred

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.