



Phone (360) 466-3163  
Fax (360) 466-5309

## Swinomish Indian Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476  
11404 Moorage Way  
LaConner, Washington 98257-0817

### JOB ANNOUNCEMENT

### WATER RESOURCES TECHNICIAN INTERN

**SALARY: DOQ.**

**APPLICATION REVIEW BEGINS: 11/27/2017**

#### **GENERAL FUNCTION:**

Under guidance by the Water Resources Specialist (WRS) and Water Resources Analyst (WRA), the Water Resources Technician Intern is responsible for performing field data and sample collection for the Swinomish Water Resources Program. Coordinates with Water Resources staff to collect data, perform equipment audits, and maintain equipment. This is a part-time to full-time, training position for a motivated person who is interested in gaining work experience while attending college or newly graduated and has the potential for the right candidate to advance to a permanent position dependent on available funding. Position is based in the Swinomish Department of Environmental Protection, and is supervised by the Water Resources Specialist.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignments to the position.

- Assists Water Resources Specialist in collection of environmental data including:
  - Water level and groundwater data from streams and wells; nearshore data from Reservation beaches, water quality data for fresh, marine, and wetland waters; water samples for bacteriological analysis; shellfish samples for PSP analysis; and other data collection activities for the Water Resources Program's environmental investigations and research;
  - Complete water level data entry, data quality control, and data management;
  - Performs calibration and audits of water resources and water quality equipment;
  - Assists in the maintenance of field and laboratory equipment and research vessels.
- Work on other projects during field work free periods as scheduled by WRA and WRS.

**OTHER DUTIES:** 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.

#### **SKILL IN:**

- Physical ability to work in the field as well as work in an office setting;
- Ability to follow routine schedule and attention to detail;
- Proficient with software programs including Microsoft Word, Excel, Outlook, and Access to enter data and write reports;
- Excellent verbal and written communication and interpersonal skills;
- Ability to work independently and efficiently; and,
- Commitment to environmental protection and sensitivity to tribal issues.

**MINIMUM REQUIREMENTS:**

- Minimum education requirements; High school diploma or GED and preferred to have one to two years of college coursework in environmental, physical, or natural science, or other discipline appropriate to the position or equivalent.

**SPECIAL REQUIREMENT:**

- Valid Driver's License.

**EMPLOYMENT CONDITIONS:**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

**APPLICATION INSTRUCTIONS:**

Return application (1) form, (2) cover letter, and (3) resume to Alethia Edwards in the Personnel Office.

- Complete the Swinomish Tribal Community **application form**; *do not write, "See resume" on the application; professional and/or scholastic references only.* To Obtain an application form: Go to: <http://www.swinomish-nsn.gov/resources/human-resources.aspx>; or call: 360-466-1216; or e-mail [aledwards@swinomish.nsn.us](mailto:aledwards@swinomish.nsn.us)
- Include **a cover letter & resume** identifying why you feel you are qualified for this position.

**Swinomish Tribal Community  
Personnel Office  
11404 Moorage Way  
LaConner, WA. 98257**

Consistent with practices of federally recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent of the successful completion of a drug and alcohol screening (per job description) and criminal background investigation.