



# Swinomish Indian Tribal Community

## Job Announcement: Fisheries Technician

### Position Details

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Job title: Fisheries Technician

Salary: \$15.00 per hour

Benefits: Health and dental insurance; paid holiday, annual, and sick leave; retirement plan

Work schedule: 40 hours/week including night, weekend, and holiday work hours

Duration: Currently expiring in October 2019

Application deadline: 8:00 am on January 29, 2018

Interviews conducted: Approximately near February 5<sup>th</sup>, 2018

Anticipated start date: March 5, 2018

Position Location: La Conner, Washington

### General Function

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The Fisheries Technician is a full-time, 40 hours per week, position reporting directly to the Fisheries Environmental Specialist and the Senior Shellfish Biologist. The position is currently limited to a grant period expiring in October 2019. The Fisheries Technician will work on development and implementation of field and laboratory-related activities associated with juvenile crab monitoring, oceanographic processes, climate change impacts to first foods and coastal habitat ecology.

### Representative Essential Duties and Responsibilities

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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 logically assigns to the position.

Fisheries Technician duties include but are not limited to the following tasks:

- Assist with field tasks related to monitoring larval transport and post-settlement survival of native crab species (primary duty)

- Prepare equipment for surveys
- Process and identify samples both in field and laboratory settings
- Enter data into spreadsheets and/or databases
- Coordinate volunteer citizen science program
- Boat Duties:
  - Oversee routine maintenance of boat and trailer
  - Operate boat for dive team and water sample collection
- Participate in intertidal clam surveys and fisheries throughout the Tribe's usual and accustomed fishing grounds
- Contribute to Olympia oyster restoration project
- Provide assistance in data analysis and report writing for scientific or educational purposes
- Other duties as assigned

## Other Duties

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Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform other office and field duties from time to time. Such duties may or may not be related to their regular responsibilities. As this position is grant funded, specific job functions and duties will evolve as needed to meet granting and project requirements.

The position requires the ability and willingness to work professional hours outside the standard work schedule in order to accomplish work objectives, such as surveying during low tides that occur at night and/or over weekends. Work schedules will comply with non-standard work hour guidelines. The Fisheries Technician will frequently use independent judgment to ensure efficient accomplishment of work tasks.

## Working Conditions

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The working conditions described here are representative of those that must be met by the employee to successfully perform the essential duties of this position.

The Fisheries Technician must be able and willing to:

- Work outdoors in inclement weather—including rain, snow, wind, severe heat, and darkness
- Walk long distances (> 1 mile) over uneven and sometimes slippery surfaces carrying heavy buckets or other equipment
- Lift and/or move at least 50 pounds over short distances (> 50 feet )
- Walk, stand, sit, crawl, kneel, climb, and stoop for long periods (up to several hours)

- Use hands and fingers to manipulate field and office equipment quickly and efficiently
- Communicate effectively in spoken and written English
- Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Operate vehicles safely in field situations and on highways
- The Swinomish Indian Tribal Community is on a four-day work schedule; offices are closed on Fridays. Work hours are Monday through Thursday 8:00AM to 6:00PM, although field work typically requires working odd hours.

## Minimum Position Requirements

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- A Bachelor of Science degree in a biology, marine biology, environmental science or other related science. Equivalent combinations of experience and education will also be considered on a case-by-case basis.
- Working experience handling, launching, retrieving, and trailering small-craft vessels
- Experienced with the operation of oceanographic instrumentation, namely water property and level sensors, navigation and Geographic Positioning Systems (GPS)
- Must be physically fit and able to walk long distances over uneven surfaces carrying heavy ( $\leq 50$  lbs) equipment
- Proficiency with Microsoft Office applications, including: Excel, Access, Notepad, Word, and PowerPoint
- Proficiency with basic personal computer (PC) functionality, including activities such as: file management, internet searching/browsing, and other standard tasks
- Ability to follow detailed data collection and data quality assurance/quality control procedures, maintain comprehensive notes on field and analytical tasks, and train others on these procedures
- Ability to maintain a positive, professional, and team-oriented attitude in challenging field conditions
- Strong work ethic and ability to work independently in both field and office settings

## Preferred Position Qualifications

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- Practical field and laboratory experience in estuarine or marine biology, coastal oceanography, environmental and/or natural resources data collection
- Experience identifying benthic organisms of Puget Sound
- Skilled with ArcGIS, R-coding or other statistical software
- Strong oral and written communication skills, with the ability to effectively communicate project components to both a technical and general public audience

## Special Requirements

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- Must have valid Washington State Driver's License (or ability to immediately switch to WA driver's license if moving from out-of-state)
- Must pass a drug test and background check
- Washington State Boater Education Card required or willingness to obtain certification

## Employment Conditions

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

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

## Application Instructions

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- Request a Swinomish Indian Tribal Community application by visiting our website (<http://www.swinomish-nsn.gov/resources/human-resources.aspx>), calling (360) 466-7353, or emailing [airedwards@swinomish.nsn.us](mailto:airedwards@swinomish.nsn.us)
- Include a **cover letter** identifying why you feel you are qualified for this position
- Include a **resume or CV** that includes specific duties and responsibilities of previous positions
- Include the completed Swinomish Tribal Community **application form**; do not write "see resume" on the application
- Return application form, cover letter, resume/CV to Alethia Edwards, Human Resource Director, by 8:00 am on January 29, 2018 via email or mail:

Swinomish Indian Tribal Community  
Personnel Office  
PO Box 817  
11404 Moorage Way  
La Conner, WA 98257

- Questions regarding the application process may be directed to Alethia Edwards at [airedwards@swinomish.nsn.us](mailto:airedwards@swinomish.nsn.us)