



Phone (360) 466-3163
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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

SALARY: \$15.00/hr

CLOSES: 10/25/2018

GENERAL FUNCTION:

The Water Resources Technician is responsible for performing field data and sample collection for the Swinomish Department of Environmental Protection (DEP), including implementing data collection, perform equipment audits, and maintain equipment. This is a full-time position 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 technical staff in program implementation and data quality assurance by coordinating data collection and data quality control including:

- Collect 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 Department's environmental investigations and research;
 - Complete data entry, data quality control, and data management;
 - Performs calibration and audits of water resources and water quality equipment;
 - Maintain field and laboratory equipment, research vessels, and supplies inventory; and, manage field equipment deployments and repairs as needed.

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.

NECESSARY SKILLS:

- 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.

DESIRED SKILLS:

- Familiarity with and/or proficiency in ArcGIS (ESRI's desktop GIS software)

MINIMUM REQUIREMENTS:

- Minimum education requirements; Associate's degree (Bachelor's preferred) with college coursework in environmental, physical, or natural science, or other discipline appropriate to the position.

SPECIAL REQUIREMENT:

- Valid Driver's License (or obtain within 3 month of hire date).

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 ailedwards@swinomish.nsn.us
- Include **a cover letter & resume** identifying why you feel you are qualified for this position.

**Swinomish Tribal Community
Human Resources
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.