



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	N
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	N

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Water Quality Specialist 2

DEPARTMENT: Environmental Protection (DEP) /Natural Resources

PAY RATE: \$28.54 - \$42.19 DOQ

CLOSES: PRIORITY APPCIATION REVIEW STARTS 6/5/23, THEN OPEN UNTIL FILLED

INTRODUCTION:

The Swinomish Department of Environmental Protection (DEP) provides water quality monitoring and data collection focused on protecting and improving the quality of Swinomish waters to ensure healthy ecosystems for fish, wildlife and people. Water quality monitoring includes streams, marine water, wetlands, stormwater and wastewater, and utilizes water quality sondes for conventional parameters as well as sample collection for analysis of bacteria and other parameters at in-house and contract laboratories. Prioritizing Tribal Treaty rights and working to reduce impacts by pollutants and attainment of Swinomish Water Quality Standards is critical. We are currently seeking a Water Quality Specialist with background/experience in pollution identification and correction (PIC) to develop and manage PIC program implementation.

POSITION SUMMARY:

The Water Quality Specialist 2 provides technical and programmatic support for the Swinomish Department of Environmental Protection Water Quality Program, by leading the Pollution Identification and Correction (PIC) program. The position will develop and implement a new PIC program that ensures proper data collection and management, data analysis and reporting, and administration and planning of ongoing projects related to water quality studies and pollution prevention actions. The incumbent is responsible for supporting attainment of Swinomish Water Quality standards by designing and coordinating pollutant source tracking efforts and implementing pollution mitigation actions. Position is responsible for supervising staff, coordinating program spending, assisting in grant writing for ongoing and new funding applications, preparing technical reports, presentations and reviewing documents, and providing input on Tribal environmental policies related to stormwater and wastewater management, as requested. The position is supervised by the Water Resources Manager, coordinates closely with the Water Resources Analyst, collaborates with other DEP Staff, and oversees PIC fieldwork of 2-4 technical environmental staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Programmatic duties include management and implementation of the PIC program to identify pollutant sources and inputs. This includes leading correction response development and implementation to ensure attainment of Swinomish Water Quality Standards, supervising technicians in collection and management of water quality data; overseeing data entry, data quality control, data management and reporting:
 - Supervise 2-4 technical staff;
 - Coordinate and participate in data collection events/fieldwork;
 - Conduct data quality assurance, management, and data interpretation;
 - Assist in management of ongoing database development;
 - Prepare internal data reports and presentations;
 - Plan and coordinate meetings for internal departmental collaboration.
- 2) Implements and manages 2-5+ DEP programmatic grants and contracts as directed by the Water Resources Manager including:
 - Assist in grant development, researching available grants, drafting work plans & budgets for on-going and new applications for grants/funds;
 - Coordinate program spending;
 - Draft project/contract work scope and manage 1-2 projects including tracking budgets for contracts.
- 3) Conduct special studies and analytical projects in coordination with the Water Resources Analyst and other Swinomish departments to fill data gaps and address areas of concern, such as stormwater and wastewater management:
 - Project planning and implementation
 - Data collection, management and interpretation
 - Technical reporting and review
 - Lead outreach and environmental education to homeowners, the tribal community, and the general public.
- 4) Contributes to reports, presentations, and research proposals for internal and external audiences.
 - Prepares posters and oral presentations for regional scientific conferences, independently or in collaboration with other DEP staff at the Director's discretion.
- 5) Because of the Tribe's commitment to 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.

MINIMUM QUALIFICATIONS

- Bachelor's degree with emphasis and college coursework in environmental, physical, or natural science, or other discipline appropriate to the position (Master's degree *IS DESIRED*) AND
- 2 years of experience at the Specialist 1 level or comparable job experience, OR,
- Any combination of the above education and professional experience that provides 6 years of comparable responsibility in data collection and data management to acquire the necessary knowledge, skills, and abilities to perform the work
- Proficient with software programs including Microsoft Word, Excel, Outlook and Access
- Ability to follow detailed data collection and data quality assurance/quality control procedures

- Physical ability to work in the field including wading in streams, wetlands, and at beaches; work outdoors during inclement weather; as well as work in an office setting;
- Valid Washington State Driver’s License
- Washington State Boater Education certificate *IS DESIRED*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated experience with water quality data collection and pollution identification and correction programs
- Experience working with stormwater and wastewater systems
- Ability to work independently and efficiently
- Demonstrated excellent oral and written communication skills, including the ability to make oral presentations to large groups and the ability to present complex technical information
- Supervisory experience and experience maintaining effective team relationships *IS DESIRED*
- Experience using ArcGIS Online and/or Collector/Field Maps application *IS DESIRED*
- Familiarity with Swinomish or other tribal government and communities *IS DESIRED*
- Experience in handling, launching, and retrieval of boat in area waters *IS DESIRED*

WORK ENVIRONMENT AND TIME COMMITMENT

- Work schedule is 40 hours per week. This is a full-time position.
- Work is performed both in an office environment and outdoor field environment. Must be physically able to work in the field including, bending, lifting, walking over rough terrain, wading in streams, wetlands, and at beaches.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Water Quality Specialist 2 is considered to be a non-exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extensive criminal background check.

TRIBAL PREFERENCE

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities. Employees working with vulnerable populations will be required to submit to drug and alcohol screening as needed.

Employee: _____

Date: _____

Supervisor: _____

Date: _____