JOB ANNOUNCEMENT

JOB TITLE: Environmental Specialist - 1
DEPARTMENT: Upper Skagit Indian Tribe – Environmental Planning & Community Development
IMMEDIATE SUPERVISOR: Environmental Planning & Community Development Manager
CLASSIFICATION: Salary Exempt
HOURS: Full Time
SALARY: $37,500 - $47,500 DOQ

Applications can be obtained at the reception desk from 8:00 am to 4:30 pm Monday through Friday at the Upper Skagit Indian Tribe, located at 25944 Community Plaza Way, Sedro Woolley WA 98284. Applications may also be requested electronically by contacting lisah@upperskagit.com. Applications may be hand delivered to reception or mailed: “Attn: Jennifer Washington, Human Resources Department” at above address, or electronically submitted to jenniferw@upperskagit.com. Please attach letter of interest, resume, and tribal employment application.

GENERAL DESCRIPTION: The primary function of the position supports the Upper Skagit Indian Tribe’s Environmental Program by preparing essential environmental program plans, conducting water quality, habitat and biological data collection, performing analyzes and developing reports for the environments including surface waters, wetlands, runoff waters, groundwater, air, and energy at the direction of the Department Manager. Position functions shall also include support for development, preparation and implementation of non-point pollution source assessment and reduction program, and special studies and projects supportive of the Tribe’s natural resources. Additionally the position supports community development activities as needed. The position is required to work in all types of outdoor field conditions, may work alone, and as needed, support non-traditional work schedules.

DUTIES AND RESPONSIBILITIES:
1. Preparation of essential environmental program plans, including but not limited to annual state of the waters report, quality assurance project plans, natural resource inventories and/or assessments in non-point, watershed and restoration areas of concern.
2. Calibration and audit of field equipment including but not limited to the water quality data collection equipment and meteorological station.
3. Maintenance of field supply and equipment repair inventories.
4. Collection of field data in streams, wetlands, from groundwater monitoring wells, meteorological stations and similarly developed data collection sites. Collection of field data includes collection of field samples for laboratory processing. Field work must be performed consistent with approved Quality Assurance and Quality Control Plans.
5. Submit environmental data electronically to state and federal resource agencies, i.e. via EIM database (Dept. of Ecology) and WQX Web (EPA).
6. Compilation of data, completion of analyses and preparation of reports and plans, maintenance of
resource and/or project database(s) and system records, submittal of data and adherence to quality control requirements.
7. Contribute to grant development to support program functions.
8. Collaborate and/or prepare environmental education and outreach materials and presentations in areas not limited to production and distribution of departmental newsletters, resource brochures and displays, support of youth education programs, project volunteers, community events and local area outreach on natural resource activities.
9. Development, preparation and implementation of special studies and restoration activities supportive of the Tribe’s natural resources.
10. Support programmatic planning for sustainable community development.
11. Research information needed to complete project activities.
12. Read, understand and interpret regulatory documents pertaining to program areas.
13. Inform management of existing and developing local, State and Federal policies and activities affecting Tribal interests, jurisdictions and treaty resources.
14. Demonstrate respect and sensitivity to the values and culture of the Upper Skagit Indian Tribe.
15. Maintain confidentiality and adhere to the Tribe’s Confidentiality Policy.
16. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:
1. BA/BS degree in a Natural Resource/Environmental Ecology (e.g., biology, botany, hydrology or related physical science) discipline with at least 2-years field application experience.
2. Demonstrate experience and knowledge of current environmental resource data collection methods and analytical procedures for water quality, biological indicators, amphibians, stream characterization protocols, channel geomorphology and riparian habitat assessments, wetland monitoring, weather and air quality monitoring.
3. Demonstrate advanced knowledge of Microsoft Office programs (Word, Excel, Publisher and Powerpoint) and familiarity with Microsoft Office program Access or other data management. Requires problem-solving skills, use of mathematics and statistical analysis.
4. Demonstrate knowledge of GPS data collection and GIS mapping.
5. Must have excellent record-keeping and organizational skills, ability to communicate clearly, and have experience preparing technical reports and presentations.
6. Must be prepared and able to work in inclement weather conditions and high water conditions, at times under a non-traditional work schedule. Requires physical activity. Must be self-motivated and able to carry out tasks with minimal supervision.
7. Must be able to maintain confidentiality of information received orally or in document handling. Willing to sign a confidentiality/non-disclosure agreement. Must be respectful and sensitive to the values and culture of the Upper Skagit Indian Tribe.
8. Must have a valid driver’s license and be insurable.
9. Must pass a pre-employment drug test and comply with the Drug Free Workplace Act, and pass a criminal background check.

The Upper Skagit Indian Tribe has the right to change the position description at any time. This position is subject to the preference policy of the Upper Skagit Indian Tribe.

The statements contained herein reflect general details as necessary to describe the principal function of the job, the level of knowledge and skill typically required, and the scope of responsibility. However, these should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. This is an at will position.