



**THE COQUILLE INDIAN TRIBE
CLOSES FRIDAY, NOVEMBER 18 AT 5:00 PM**

Job Title: Water and Environmental Specialist
Department: Natural Resources Department
Reports To: Natural Resources Director
FLSA STATUS: Full-time Non-exempt
Salary Grade: \$21.24 to \$33.30 per hour, DOE

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

The Water and Environmental Specialist (WES) oversees the planning, funding and implementation of the Watershed Restoration, Water Quality, and Air Quality Programs of the Coquille Indian Tribe. The WES also provides technical expertise and field services to other Coquille Indian Tribe programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Implementation of EPA and other environmental programs; water quality monitoring, non-point source pollution control, NPDES and 404 permitting, solid waste consolidation and disposal, air quality assessment for tribal trust and fee lands.
2. Conduct reviews of plans and rules. Work with staff to prepare summaries of plan implementation activities to present to Tribal Council and include in timely EPA reports. Prepare notes, minutes, agendas, reports and correspondence for programmatic activities and meetings.
3. Develop and conduct information and educational activities to increase tribal awareness and participation in land, water and air quality management planning and implementation activities. This may include writing news articles, promoting demonstration projects, and organizing educational tours.
4. Provide assistance to other tribal programs and departments developing demonstration and implementation projects. This may include directing tribal members and staff to available technical and financial assistance, assistance with project proposal development, preparing site recommendations and coordinating assistance to implement projects.
5. Develop watershed project proposals to evaluate and control water pollution and/or improve degraded watershed condition. Explore various funding sources for developed proposals. Preparation and reporting of grants for environmental projects.
6. Develop watershed restoration project proposals both on and off tribal lands and coordinate sub basin planning efforts.
7. Provide environmental expertise and specialist reports for all National Environmental Protection Act (NEPA) and Endangered Species Act (ESA) analysis.
8. Conduct compliance investigations in response to complaints, at the Natural Resources Director's request, or as a result of observing water quality or other environmental problems. Prepare follow-up reports and correspondence. Follow up with staff to ensure problems are addressed and corrected. Work with other program staff to develop compliance evaluation criteria and various areas ordinances or rules.
9. Develop and coordinate monitoring activities, including conservation practice effectiveness monitoring, water quality trend monitoring, and other activities. Work with other contractors, Tribal staff and other partners to identify monitoring needs.
10. Develop positive working relationships with Federal, State and Local agencies.

11. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Ability to make decisions independently in accordance with established policy and procedures.
2. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving.
3. Strong working knowledge of water quality monitoring objectives and the methodology for collecting water quality samples and compiling data as well as the operation and maintenance of water quality monitoring equipment. .
4. Knowledge of water management practices and methods; including but not limited to water rights, surface and groundwater hydrology and geology; soils and soil surveys and U.S.G.S stream gaging practices.
5. Ability to successfully carry out all phases of grant administration including writing grant applications, developing and tracking budgets, and grant reporting.
6. Ability to perform statistical analysis of water quality data, interpret results and prepare recommendations about program objectives.
7. Ability to collect water quality field data, prepare and organize clear and accurate field notes as well as set up and maintain a computerized database for water quality data.
8. Ability to use judgment and discretion in carrying out instructions furnished in written, oral, or diagram form.
9. Ability to read and interpret maps, aerial photos, property descriptions, charts, diagrams and graphs.
10. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
11. Knowledge of GIS and GPS software and data collection.
12. Working knowledge of natural and cultural resources.
13. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of The Coquille Indian Tribe.
14. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
15. Knowledge of Tribal, federal, regional, and state rules/regulations and processes.
16. Ability to maintain effective working relationships with outside governmental officials, administrative and granting agencies.
17. Ability to remain unbiased when working with diverse interests.
18. Ability to learn and apply NEPA and ESA requirements and evaluate environmental impacts of potential natural resource projects.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee will be capable of strenuous physical exertion and must be capable of hiking, swimming, scrambling up and down steep, uneven surfaces, working for extended hours in harsh weather conditions. Employee must be capable of carrying loads of up to 20% of body weight. Employee must be able to type on keyboards and digitally manipulate data input devices comfortably. Employee must be capable of operating electronic transceivers. Employee will be expected to operate vehicles and watercraft in a safe and effective manner. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

WORK ENVIRONMENT

The working environment for this position includes steep uneven terrains, areas of insecure footing, heavy brush and tree cover, deadfalls and other hazards in mountainous, fluvial, estuarine and marine environments.

MINIMUM QUALIFICATIONS

- A. A Bachelor's degree in Sciences; environmental or natural resources, soils, water quality, or other closely related discipline;
OR
Two (2) additional years of relevant professional experience in addition to the experience listed below.
- B. Three (3) years of professional level experience in agricultural sciences, natural resources, soils or water quality, or a closely related field. At least one (1) year of the experience must be at a technical or professional level performing activities in a natural resource program such as environmental grant writing/reporting, researching, collecting and analyzing data, conducting investigations, applying pertinent laws and regulations, or coordinating and monitoring project activities
- C. Candidates with experience in forest, soils or range management, agronomy, and/or irrigation management are encouraged to apply.
- D. Must have working familiarity with personal computers, multi-parameter sensors, data loggers and communication interfaces. Must be capable of using computer Operating Systems, databases, word processors, web browsers.
- E. GIS and GPS skills desired.
- F. Grant management and/or writing experience desired.
- G. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.

**Visit www.coquilletribe.org for an application
Or**

**Contact HR at 541-756-0904.
Submit completed applications to:
Human Resources Director
Coquille Indian Tribe Administration Offices
3050 Tremont St. North Bend, OR 97459**