

## COQUILLE INDIAN TRIBE

**Job Title:** Fisheries Technician  
**Department:** Natural Resources  
**Reports to:** Natural Resources Director  
**FLSA Status:** Non-Exempt  
**Salary Grade:** \$22.34 - \$31.28  
**Location:** Coos Bay/North Bend

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

Under the direct supervision of the Natural Resources Director, the Fisheries Technician will assist in the development and implementation of the Coquille Indian Tribe fish and wildlife co-management. The position is responsible for volunteer outreach and training supervision, and reviews grant opportunities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists with co-management agreement to help collect broodstock, spawn salmon; correctly identifies and safely transfers fish; transports broodstock collection to holding facilities.
2. Assists with spawning salmon; catches, handles, and dispatches fish.
3. Assists with electrofishing for the removal of invasive small mouth bass species; tows, launches, and drives electrofishing boat or kayak, and operates electrofishing backpack device.
4. Researches and secures additional funding and grant monies for continuation and expansion of fisheries and wildlife programs. Coordinates with Budget and Finance departments to approve and fund projects.
5. Prepares and presents technical reports on the status, activities, and plans for current and future operations.
6. Conducts aquatic surveys and inputs, analyzes, and summarizes the data.
7. Maintains project equipment and gear; repairs or replaces equipment as needed.
8. Participates in outreach efforts with schools, local communities, and partner organizations in support of Coquille River restoration projects.
9. Coordinates, educates, and trains natural resources interns, seasonal natural resources employees, and volunteers on identifying fish species and sex, health, safety, and correct handling procedures.
10. Collaborates with the Communications Department to convey information to Tribal members and the general public.
11. Assists Wildlife and Forestry departments; completes stream surveys.
12. Develops maps using GIS.
13. Establishes and maintains effective working relationships with local, state, and federal agencies, other departments, Tribal members, landowners, local contractors, and the general public.
14. Other duties as assigned.

The above statements reflect the general duties considered necessary to perform 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.

### PHYSICAL REQUIREMENTS

The ability to stand and sit frequently. Ability to climb or balance, stoop, kneel, crouch, or crawl frequently. The ability to drive vehicles, with either standard or automatic transmissions, for several hours per day. The ability to walk several miles per day in-stream and/or uneven, hilly terrain. Ability to work outdoors in all temperatures, in inclement weather, in and around water for extended periods of time. The ability to use both hands for frequent fingering and occasional simple grasping. The ability to frequently carry up to and including 25 pounds of weight for distances of up to 2 miles in various weather conditions and across various surfaces. The ability to rarely carry

over 25 pounds of weight for distances up to 50 feet in various weather conditions and across various surfaces. The ability to occasionally lift up to and including 50 pounds of weight between the floor and the waist. This weight will be constituted by the following items, but not limited to them: equipment, tools, nets, traps, etc. Work is performed both in an office setting and outdoor environment. Occasional evening and weekend work are required. Work involves exposure to hazardous materials, excessive noise, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. Work often takes place near moving equipment/machinery and requires the use of protective clothing, equipment, devices, and materials. Local travel is frequently required, statewide and national travel is occasionally required. 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.

### **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 broodstock collection, fish identification, safe handling and transportation techniques.
4. Knowledge of stream and river restoration management practices and methods.
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 fish data, interpret results and prepare recommendations about program objectives.
7. Ability to use judgment and discretion in carrying out instructions furnished in written, oral, or diagram form.
8. Ability to read and interpret maps, aerial photos, property descriptions, charts, diagrams and graphs.
9. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
10. Knowledge of GIS and GPS software and data collection.
11. Ability to operate hand tools, weed whacker, and tractor.
12. Working knowledge of 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.

## REQUIRED QUALIFICATIONS

1. Associate's degree in Fisheries Management, Fisheries & Wildlife Sciences, Field Biology or closely associated field, with one (1) year experience performing similar job responsibilities, OR two (2) years' work experience performing similar job responsibilities required. A combination of formal education, training and related work experience will be considered.
2. Working knowledge of trailering, operation and maintenance of boats and electrofishing techniques (boat or backpack).
3. Working knowledge of Pacific Northwest fish; including salmonid species and warm water fishes (bass) and their lifecycle and habitat requirements.
4. Working knowledge of field techniques related to management aquatic species, particularly salmonids.
5. Working knowledge and experience with Windows 10, Microsoft Office 365, GIS and GPS software and technology. Proficiency with Word, Excel, and PowerPoint.
6. General knowledge and experience with federal and state practices, policies, and regulations as they relate to forest, aquatic, and environmental practices, both in general and under the National Indian Forest Resources Management Act (NIFRMA) and Oregon Forest Practices Act (OFPA).
7. Familiarity with the Indian Trust Asset Reform Act (ITARA), the Endangered Species Act (ESA), the Environmental Protection Agency (EPA), the Northwest Forest Plan (NWFP), the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA) preferred.
8. Knowledge of Tribal governments, the concepts of Tribal sovereignty and federal trust responsibility and Tribal ordinances and policies affecting natural resources management preferred.
9. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.
10. Current Oregon Boaters Education Card or the ability to obtain within two (2) weeks of hire.
11. Current off-highway vehicle (OHV) permit or the ability to obtain within two (2) weeks of hire.
12. First Aid/CPR certification required or ability to obtain within 90 days of employment.
13. Awareness of water quality sampling processes and procedures
14. Awareness of fish hatchery operations and procedures.