



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Water Resources Specialist I

OPEN: June 24, 2014

EXEMPT: No

SALARY: \$18.97 to \$21.25 per hour DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: July 9, 2014

JOB CODE:

DIVISION: Water Resources

DEPARTMENT: Natural Resources

SUPERVISOR: Water Resources Specialist II

VACANCIES: 1

JOB SUMMARY: The Water Resources Specialist I is a direct report to the Water Resources Specialist II and assists the Water Resources Manager to provide administrative and technical support services to the Lummi Indian Business Council Natural Resources Department (LNR). This is primarily a technical support position but administrative duties include program planning and scheduling, soliciting and evaluating cost estimates for materials or services provided by vendors, tracking and processing laboratory invoices, and reporting.

The Water Resources Specialist I is responsible for effectively implementing the Lummi Nation Water Quality Monitoring Program with minimal supervision. In addition, the Water Resources Specialist I is responsible for developing a field reference manual for the Water Resources Technician position; developing and implementing the Lummi Nation Water Resources Division Quality Management Plan (QMP); developing and implementing associated Standard Operating Procedures (SOP's) for each program under the QMP; updating the Lummi Nation Water Quality Monitoring Program Quality Assurance Project Plan (QAPP); completing the 2013 and subsequent Annual Water Quality Assessment reports; supporting the development and implementation of the Water Quality Monitoring Program Databases; providing technical assistance to other LIBC departments and divisions; developing and maintaining the Lummi Water Resources Division Health and Safety Plan; training and supporting junior staff, interns, and volunteers to develop proficiency in water quality sampling methods; participating in the LNR Spill Prevention and Response efforts; and gathering and analyzing information to assist in developing recommendations for policy staff.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Ensures that the Lummi Nation Water Quality Monitoring Program is consistently and effectively implemented pursuant to the approved Quality Assurance Project Plan (QAPP) and Quality Management Plan, associated SOPs, and the Water Resources Division Health and Safety Plan with minimal supervision;
2. Performs and trains others to perform and support the installation, operation and maintenance of environmental monitoring/sampling equipment and coordinates and/or conducts routine repairs and calibrations of environmental monitoring/sampling equipment in accordance with specifications and standard operating procedures;
3. Develops a Water Resources Technician Field Reference manual that summarizes the QAPP and provides directions and practical information for each water quality sampling run;

4. Develops the Lummi Nation Water Resources Division Quality Management Plan to describe how the Water Resources Division will plan, implement, and assess the effectiveness of its quality assurance and quality control procedures;
5. Updates the Lummi Nation Water Quality Monitoring Program Quality Assurance Program Plan (QAPP) as needed to ensure that the document accurately reflects the current sampling program and associated equipment and methods;
6. Develops the Lummi Natural Resources Water Resources Division Continuous Temperature Monitoring Quality Assurance Project Plan (QAPP);
7. Develops the Lummi Natural Resources Water Resources Division Standard Operating Procedures (SOP) for Surface Water Monitoring, Ground Water Monitoring, Continuous Temperature Monitoring, and Continuous Groundwater Water Level Monitoring Programs;
8. Writes the 2013 and subsequent Annual Water Quality Assessment reports to document the sample program and associated analysis results for each year;
9. Supports the development and implementation of the Water Quality Monitoring Program Databases including supporting the database programmer in the reconstruction of the database front end by representing the users group, using the iPad interface tool for recording the results of *in situ* field measurements, entering sample results reported by a contracted analytical laboratory in a timely manner, and exporting results as required;
10. Provides technical assistance to other LIBC departments and divisions in the areas of water quality sampling equipment, monitoring program development and implementation, and fisheries management including responding to environmental complaints;
11. Develops and maintains the Lummi Water Resources Division Health and Safety Plan;
12. Trains and supports junior staff, interns, and volunteers to develop proficiency in water quality sampling methods;
13. Supports program planning and scheduling, tracks and processes laboratory invoices, evaluates cost estimates for materials or services provided by vendors, and reports findings and recommendations to senior staff;
14. Writes accurate, brief, and clear reports about encountered field conditions and/or to summarize analytical findings;
15. Provides support for program planning, development, and implementation including developing and reviewing program technical reports and memoranda;
16. Ensures that supervisor is informed about job activities, technical matters, and issues/problems encountered in the performance of job duties and makes problem-solving recommendations to supervisor;
17. Participates in the LNR Spill Prevention and Response efforts including LNR sponsored and industry sponsored spill drills and other training activities – obtains and maintains certification as a 24-Hour Hazardous Material Technician;
18. Safely launch, operate, and recover small vessels in support of job tasks;
19. Ensures general maintenance of Water Resources Division vehicles or equipment is completed in alignment with established maintenance intervals;
20. Assists in preparing for public meetings, hearings and workshops;
21. Assists in the research and compilation of information for use in regulation or policy development;
22. Promotes a positive and safe work environment.

MINIMUM QUALIFICATIONS:

- Must possess a Bachelor's Degree involving major study in environmental, physical, or one of the natural sciences, environmental planning, fisheries, wildlife management or allied field AND one year of professional level experience in environmental analysis, environmental planning, or fish or habitat management or research.

- Experience at or above the Natural Resources Technician III level or equivalent may be substituted for education based on a 1.5 to 1 ratio, resulting in 7 years of related work experience required if an applicant does not possess a college degree. If an applicant possesses a two year college degree, an additional five years of related work experience is required to meet minimum qualifications.
- Certificates demonstrating familiarity with the Incident Command System (ICS) and the National Incident Management System (NIMS).
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of natural resource management; applicable environmental regulations; principles, practices, and methods of environmental science; field investigative techniques, data gathering and basic research; practices and methods of environmental problem solving; environmental sampling methods and techniques; common computer software applications; GPS use; digital camera use.
- Ability to use sound judgment in performing assigned tasks; use standard laboratory and field equipment; supervise and train others; apply standard statistical techniques in analysis of research; data; write clearly and concisely; prepare detailed written reports on technical studies; effectively communicate technical information orally and in writing; solve routine questions and problems; coordinate multiple projects; meet deadlines; perform a variety of outdoor work in inclement weather; and attend workshops, meetings, and take training as necessary.
- Demonstrated proficiency in professional and technical writing.
- Must maintain strict confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position is subject to extensive Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) Application: go to: <http://goo.gl/Bu5Vuv>. For more information contact the HR front desk (360) 312-2023. Please submit an LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications please include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.