



# Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155  
(800) 506-9434 (509) 634-2842 Fax (509) 634-2864 [www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Restoration Implementation Specialist  
**SALARY:** \$19.90-\$23.64, DOE  
**REPORTS TO:** Watershed Restoration Specialist  
**LOCATION:** Environmental Trust, Nespelem, Washington

**BASIC FUNCTIONS:** This is a **Non-Exempt position**. The incumbent of this position is responsible for the implementation of watershed restoration projects within the Environmental Trust Department. Work will include: coordination of implementation activities, writes and develops RFB, contracts and specifications; acts as Contracting Officer Representative for watershed restoration and road improvement work; inspection of construction projects for compliance with contract and specifications; attends construction project, reporting on daily activities to the Watershed Restoration Specialist; leads surveying of roads and stream crossings for future projects using GPS/GIS; implements the regular updating of the forest road network GIS coverage using GPS/GIS; maintains organization of surveys, data, contracts and specifications; prepares contract review signature sheets and recommendations, coordinates selection of contractors, provides direction to and communication with contractors; integrates relevant resource information to improve specifications, data collection techniques and contract administration procedures.

## MINIMUM QUALIFICATIONS:

### Education and Training:

- AA/AAS Degree in Natural Resources, Land Management or a similarly related degree from an accredited college or institution; **AND** 60 months of related work experience

### Knowledge, Skills, and Abilities:

- Knowledge of policies, law, and codes related to forest roads, environmental, and water protection
- Knowledge of forest transportation management and watershed management
- Knowledge of road construction and maintenance operations; understanding of natural resource processes
- Knowledge of data collection pertaining to transportation and related fields
- Demonstrated ability to write clearly and concisely
- Data collection, organization and presentation skills.
- Skills in the use of computers and associated software, i.e., Word, database, spreadsheets, geographic information systems and associated software.
- Skills in forest and rangeland navigation.
- Skills including: effective oral and written communications, conflict resolution, and problem solving
- Demonstrated ability to work with ArcView software applications
- Ability to work flexible hours and overtime as needed to complete work assignments on time
- Familiarity with safety practices necessary to wildland fieldwork such as defensive driving and logging site safety

**NOTE:** Pursuant to Tribal Policy, this position is subject to post-accident and reasonable suspicion drug testing.

**NEW:** Effective May 12, 2014: All notifications from the Human Resources will be sent by E-mail, Please make sure your e-mail address is entered on your application.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

JS-7379

HRST0315

**CLOSING DATE:** This position will be **Open Until Filled** with a **first review date of March 27, 2015.**

**INFORMATION:** Confederated Tribes of the Colville Reservation  
Human Resources Office  
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Nespelem, WA 99155  
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**Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position may be subject to pre-employment background clearances. If applicable, these clearances must be maintained throughout employment.**

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