



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## **JOB DESCRIPTION**

**POSITION TITLE: ENVIRONMENTAL PROGRAM BIOLOGIST**

**SUPERVISOR: EPA PROGRAM COORDINATOR**

**SALARY \$50,000 + ANNUALLY 1 FTE**

**NATURE OF WORK:** Assist the EPA Program Coordinator with water quality assessment, field monitoring, laboratory analysis management, data management, quality assurance/control, planning and reporting, implement shellfish protection and Non-Point Pollution management plants and reporting. Create and maintain GIS data for Water Quality and Habitat assessment.

### **REPRESENTATIVE JOB DUTIES:**

1. Develop and maintain GIS maps for the Tribe, such as:
  - a. Water Quality monitoring site locations
  - b. Septic tank inventory and land use
  - c. Non point pollution areas of interest
  - d. Habitat assessments
2. Assists with the coordination and implementation of the Tribe's water quality and environmental programs
3. Participate in tribal, state and federal water quality and GIS meetings as necessary
4. Development of monitoring, surveying, and sampling activities
5. Assists the EPA Program Coordinator with TMDL monitoring, water quality sampling and lab analysis
6. Quality assurance control
7. Occasional night and weekend work may be required
8. Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in Environmental Science or related degree
2. Must be physically fit and able to carry out demanding work in rugged terrain, in all weather conditions and on the water
3. Must be able to demonstrate the proficient use of Microsoft Word, Excel, ArcGIS, and Trimble GPS
4. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
5. Must be able to work in a team environment.
6. Strong organizational, communication and interpersonal skills preferred.
7. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

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9. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccination is required

**Preferred Qualifications:**

- Familiarity with Skokomish fishing areas
- Familiarity with Indian treaty fishing rights

**Behavior standards:** Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe’s Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

**APPLICATION INSTRUCTIONS**

Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

**JOB DESCRIPTION APPROVAL:**

CEO: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_