YUROK TRIBE JOB DESCRIPTION
MANAGER – Technical Field Operations

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Technical Operations Field Manager</th>
<th>Job Grade</th>
<th>11/12</th>
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<tbody>
<tr>
<td>Department</td>
<td>Fisheries (DCD)</td>
<td>Location</td>
<td>Weaverville/Arcata</td>
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<td>Reports To:</td>
<td>Senior Civil Engineer</td>
<td>FLSA Status</td>
<td>Exempt</td>
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**ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE**

| Salary Range        | $65,540.80-$85,515.88/$91,353.60-$101,229.52 |

**POSITION SUMMARY:**

The incumbent is under the direct supervision of the Senior Civil Engineer/Project Manager under the Fisheries Department – Design and Construction Division. This position will manage technical field operations for large scale river restoration construction projects on the Trinity River or other projects off the Yurok Tribe Reservation. The Technical Operations Field Manager will oversee all technical field staff during construction operations and will manage on-site technical design integration with construction personnel or external contractor. Manager will have the responsibility to coordinate with the external client agency or organization regarding all technical or design related field operations. This position is a 2-year term position with opportunity for extension based on availability of funding.

**DUTIES AND RESPONSIBILITIES:**

1. Supervises all technical staff on multiple projects including fisheries biologists, restoration specialists, environmental specialists, field surveyors, fisheries technicians, water quality/turbidity monitors, and other team members performing work at restoration projects sites.
2. Schedules, assigns and directs work; evaluates and appraises; coaches; addresses complaints and resolves problems; takes disciplinary action; and ensures quality of work.
3. Manages and oversees the field placement of all fisheries habitat components on restoration project site including large wood elements, large wood structures, gravel, cobble, boulders, plant materials, and other materials as needed.
4. Develops and manages project budgets for technical operations, procurement purchases, and assist with other financial operations to support field operations.
5. Collaborates with engineers, geomorphologists and other technical staff on design teams by providing biological/habitat/ecological expertise for developing restoration designs.
6. Manages, coordinates, and ensures compliance with project design, environmental permits, and all technical details of the project. Communicates with project team including construction manager, equipment foreman, and operators/laborers during operations to ensure project technical scope is being met.
7. Develops and directs the implementation of short and long-term work plans for all restoration technical field crews to ensure optimum and efficient use of resources.
8. Participates on evaluation/assessment teams to complete Knowledge, Skills, and Ability assessments for initial classification of all technical field crews and staff.
9. Performs all essential on-site support functions for field crews as necessary.
YUROK TRIBE JOB DESCRIPTION
MANAGER – Technical Field Operations

10. Responsible to manage on-site technical field equipment to ensure that it is being used safely and kept in good working condition and maintained appropriately.
11. Responsible for on-site inspections of the technical pre- and post-work site management.
12. Assists Survey Manager/PLS with managing Quality Control Operations including on-site technical surveys, aerial mapping surveys, and other data collection to support operations.
13. Develops various technical and on-site design reports and documentation, work activity reports, inspection logs, travel paperwork, expense reports, timecards, etc.
14. Required to keep accurate on-site construction daily records of all technical operations.
15. Work with management to prepare required design technical progress reports, work summaries, and final reports of technical operations
16. Plans and conducts safety meetings and promotes and enforces safety regulations and policies within the working environment.
17. Serves as in-river swift water safety officer during field operations and construction activities.
18. Assist with the development and management of Department and/or project budget and development of short- and long-term tribal objectives.
19. Responsible to fairly and consistently apply Yurok Tribal personnel, and other policies, and procedures.
20. Other relevant duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position.

MINIMUM QUALIFICATIONS:

1. Must have a valid California Driver’s License and clear driving record as required by Tribal policy.
2. Ability to communicate effectively with staff, other agencies, and the general public.
3. Ability to make sound and independent judgments.
4. Must possess, or pass prior to beginning work, a certified swift water rescue, First Aid and CPR class.
5. Must possess advanced skills in ArcGIS, including the ability to create, edit, export and manage GIS files from multiple sources.
6. Must be proficient with computer operations and knowledge of relevant hardware and software applications for technical operations including Trimble survey equipment and GIS.
7. Advanced knowledge of the safe and efficient operations around heavy equipment.

EDUCATION/EXPERIENCE:

1. Must have a four-year technical degree (Bachelor of Science) in Fisheries Biology, Environmental Science, Natural Resources, Engineering, or similar.
2. Must have a minimum of five to seven years working on river restoration, fisheries or habitat enhancement, or natural resources type projects.
YUROK TRIBE JOB DESCRIPTION
MANAGER – Technical Field Operations

3. Must have a minimum of five years of experience in river restoration design, including surface development, hydraulic and habitat modeling and large wood design.

WORK ENVIRONMENT:

While performing the essential functions, the employee is exposed to work which may be conducted under adverse weather conditions including: rain, fog, wind, and moderately cold or extremely hot temperatures; and exposure to construction equipment and debris, fumes, odors, airborne particles and dust. The employee is routinely exposed to the possibility of bodily injury. The employee will work in and around ongoing construction and use of heavy equipment; and in rugged, precarious places.

The employee may be required to drive and to operate pick-up trucks and other light vehicles in all weather conditions. The employee is required to wear safety equipment to perform some of the functions of this job. There are frequent interruptions and multiple demands.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. Possession of a valid state issued driver’s license and ability to be placed on the Tribe’s vehicle policy to drive 4WD trucks and/or passenger vehicles.
4. May be required to pass a comprehensive background.
5. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos with the ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form with the ability to deal with problems involving several concrete variables in standardized situations.
7. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee may be required to have the ability to lift 25 to 50 pounds. Employee must be able to use a computer for extended periods and to drive safely for long distances.
8. VISION REQUIREMENTS:
   - Close vision (clear vision at 20 inches or less, corrective lenses OK)
   - Color vision (ability to identify and distinguish colors)
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
   - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
I, ____________________________ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

__________________________    ___________________________    Employee #
Employee Signature                  Date

__________________________    ___________________________
Supervisor Signature                Date