YUROK TRIBE-JOB DESCRIPTION
Environmental Protection Specialist – Water

**Position Summary:**

The Environmental Protection Specialist (EPS)-Water, is a multi-discipline environmental professional position. The position is entirely grant funded and grant writing is an important and necessary function. The EPS may be assigned to any of the following environmental areas depending on the Tribe’s need, funding source, and the individual’s expertise: water quality, hydrology, wetlands, permitting/inspection, environmental education, data management, and/or administration. Specialists work under the direct supervision of the YTEP Director and the YTEP Assistant Director of the Water Division. Specialists are expected to complete additional duties as assigned to meet Environmental Program needs and objectives.

**Duties and Responsibilities:**

1. Reports and follows directions and assignments from supervisors to implement and complete work plans and objectives for YTEP grants.
2. Develops, maintains, and implements quality control measures for water quality, hydrology and wetland data collection and management.
3. Conducts field work, collects water quality, hydrologic, wetland and other related environmental data per approved work plans and funding.
4. Performs data entry, analysis and assists in preparing and submitting professional quality reports and data submittal to US EPA and other applicable funding agency requirements and standards.
5. Interacts with various Tribal departments, other Tribes, and outside agencies in the coordination, collection and dissemination of environmental data.
6. Operates and manages the real-time water quality monitoring network under the direct supervision of the Water Division Assistant Director.
7. Provide technical assistance to program staff and outside Tribal staff.
8. Troubleshoot problems with data collection and management systems, including hardware and software.
9. Identify funding and other resources necessary to meet the mission and objectives of the program.
10. Successful completion of YTEP-assigned training related to this position.
11. Perform other duties of a similar nature as required.

**Supervisory Responsibilities:**

Supervise Environmental Technicians, AmeriCorps Volunteers, and interns as directed by supervisors.

**Desirable Qualifications:**

- Proven ability to learn new technologies and apply them, as demonstrated by operating custom databases and utilizing water quality and hydrologic monitoring technology.
- Proven ability to work with complex environmental databases (data entry & quality control).
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• Experience in collecting with and compiling environmental data for reporting to EPA.
• Experience working with tribes.
• Experience in operating continuous water quality monitoring equipment.
• Experience in collecting high flow discharge measurements and suspended sediment samples consistent with USGS standards.
• Experience at interfacing with real-time data collection platforms with multiple sensor inputs.
• Experience at collecting nutrient, periphyton and cyanotoxin samples in surface waters.

MINIMUM QUALIFICATIONS:

1. Grade 7: At least two years of college with coursework in Environmental Science, Natural Resources or a related discipline from an accredited college. Plus 2 years progressively responsible experience conducting environmental field work or research with 2 years experience in environmental monitoring or data collection or 2 years of demonstrated experience in preparing high-quality technical and scientific reports for outside entities and agencies.
2. Academic education, formal training and/or work experience leading to a working knowledge of the objectives; principles, practices, standards, procedures, theories of environmental analysis; technical field work, and impact assessment.
3. Knowledge of research and survey methodology commonly used to assess environmental impacts, and to classify or identify sources of environmental pollution and factors contributing to environmental degradation, or impacts on natural resources.
4. Knowledge and practice in water quality data collection and analysis techniques, and in formulating qualitative and quantitative standards.
5. Able to prepare clear, concise, and complete technical documents, reports, grants and other written materials.
6. Skill and experience in functioning as a member of a technical workgroup or in a multi-disciplinary team environment.
7. Able to exercise sound independent judgment within established guidelines and protocol.
8. Must be willing to travel frequently on the remote areas of the Yurok Reservation, attend evening or weekend meetings as required, and travel for any required training.
9. Ability to organize own work, set priorities and meet critical time deadlines.
10. Ability to communicate effectively with co-workers, superiors, the general public, representatives of public and private organizations, and others sufficient to convey information or exchange information.
11. Ability to explain technical concepts and procedures to non-technical users.
12. Knowledge of computer hardware, software, and peripherals.
13. Ability to complete data entry, data QA and data processing to meet US EPA reporting requirements.
14. Ability to understand and apply applicable federal and Tribal laws, regulations, policies, procedures and program standards.
15. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
16. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
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LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

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. Must be able to navigate and hike in rugged and remote areas of the Yurok Reservation. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).
- 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 Signature                Date                           Employee #

______________________________  __________________________
Supervisor Signature              Date