

541-429-7180

HumanResources@ctuir.org

46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

REVISED RMQ #11

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Instrument Technician
SALARY:	Range 6 \$39,228.48-\$50,041.92 annual DOE/DOQ
DEPARTMENT:	Department of Natural Resources, Energy & Environmental Sciences Program
LOCATION:	Position located at Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation
EMPLOYMENT STATUS:	Full Time with benefits package Background check required Non-Exempt (<i>This is a grant funded position and is contingent upon grant funding.</i>)
SUPERVISED BY:	Chemist 1
OPENING DATE:	April 21, 2025
CLOSING DATE:	May 5, 2025

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

DNR MISSION STATEMENT

The Department of Natural Resources mission is to protect, restore, and enhance the First Foods - water, salmon, deer, cous, and huckleberry - for the perpetual cultural, economic and sovereign benefit of the CTUIR. This goal is accomplished using traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resource policies and regulatory mechanisms.

EESP MISSION STATEMENT

To identify and solve environmental contaminant threats to the First Foods through scientific excellence.

GENERAL STATEMENT OF DUTIES

The EESP instrument technician is mainly responsible for the care of, maintenance, and operation of various instruments including, but not limited to small sensors, electrical circuitry, air monitoring devices, and chemical analysis equipment. In addition, testing and deployment of newly acquired or repaired equipment will be necessary for project success.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Responsible for ensuring functionality of equipment including the maintenance, inspection, and repair thereof.
2. Responsible for organization and maintenance of the Field Station sample preparation facility.
3. Responsible for inventory management of parts, materials, and supplies required for maintenance.
4. Responsible for completing bench sheets, equipment logs, and equipment related forms.
5. Responsible for troubleshooting equipment and developing and implementing an action plan.
6. Responsible for following standard operating procedures.
7. Responsible for developing and logging summary reports for repairs and preventative maintenance.
8. Assists with planning for purchases related to equipment operation and maintenance.
9. Must generate and manage necessary paperwork for the processing and procurement of supplies, equipment, materials, and instruments.
10. Must coordinate repairs with the Office of Information Technology (OIT), Public Works, and equipment vendors as required.
11. Other duties as assigned by supervisor related to duties of position in department.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

Laboratories in EESP Building.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. High school diploma or GED required.
2. GED required.
3. Education or experience in a STEM-related field (e.g., environmental science, electronics, laboratory work, or technical trades) is preferred. Relevant experience in tribal programs, maintenance, or technical support will also be considered.
4. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing.
5. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
6. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.

7. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
8. Must have extensive knowledge with computer processing equipment and software, including Word, Excel, Power Point, Outlook, and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending training as directed by supervisor.
9. Individual must be highly organized and have good troubleshooting skills. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
10. Must be able to work under strict timelines and demonstrate strong written and verbal communication skills.
11. Must have reliable transportation to and from worksite. A driver's license not required but preferred.
12. A practical assessment may be given following interview appointment to evaluate problem-solving and troubleshooting abilities.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 50 pounds of various packaged boxes from shipping and receiving.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.

4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

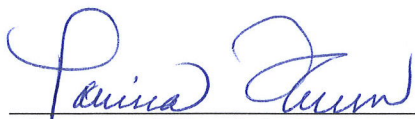
It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are

not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, the application package must be post marked by the closing date.



Approved: Patricia Farrow, Staffing & Recruitment Specialist

04/28/2025

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

