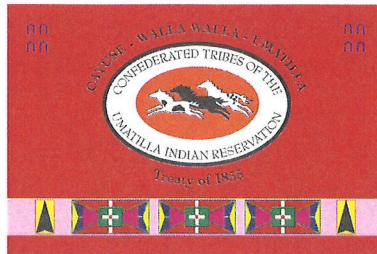


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION**  
**46411 TIMÉNE WAY, PENDLETON, OR 97801**  
**(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Technician I – Hatchery (Facility Watch Operator)

**SALARY:** Pay Range: 4-5  
\$29,871.72 to \$51,888.72 annually (37.5 hours/week)  
DOE/DOQ

**DEPARTMENT:** Department of Natural Resources

**LOCATION:** Position located in Pendleton, Oregon (work office). Actual worksite is either Three Mile Falls Dam adult holding/spawning facility or Umatilla Hatchery Satellite Facilities.

**EMPLOYMENT STATUS:** Full Time with benefits package.  
Non-Exempt

**SUPERVISED BY:** Manager II, Umatilla/Walla Walla Fish Passage  
Manger I, Umatilla Hatchery Satellite Facilities O&M

**OPENING DATE:** August 18, 2023

**CLOSING DATE:** Open until filled with review of complete packets **September 11, 2023**

**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:** 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. We will accomplish this utilizing traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resources policies and regulatory mechanisms.

**Fisheries Mission Statement:** To provide sustainable harvest opportunities for aquatic species of the First Food order by protecting, conserving, and restoring native aquatic population and their habitat.

**Artificial Propagation Mission Statement:** To develop, operate, and co-manage artificial fish production facilities to replace extirpated populations and supplement depressed populations.

## GENERAL STATEMENT OF DUTIES

Under the supervision of the Umatilla/Walla Walla Fish Passage and Umatilla Hatchery Satellite Facilities O&M Managers, the facility watch operator will perform a variety of duties related to the operation and maintenance of the fish production facilities consistent with CTUIR treaty reserved rights and interests.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Provide 24-hour watch and security of fish production facilities. On-site housing provided (bunkhouse) at Three Mile Falls Dam adult facility.
2. Assist staff with the preparation of ponds, water intakes, and other related structures and equipment for receipt of juvenile and adult salmon and steelhead.
3. Assist with data collection on adult broodstock and spawning activities.
4. Assist in release of juvenile fish into ponds.
5. Maintain required water flows and depths to provide a healthy holding and rearing environment for adult and juvenile fish.
6. Feed fish daily and observe for signs of parasites/disease or other pathogens.
7. Administer chemical treatments to mitigate for fungus and external parasites on adult and juvenile fish.
8. Remove adult and juvenile mortalities and monitor and record water temperatures, flows, and dissolved oxygen levels.
9. Liberate adult and juvenile fish.
10. Assist staff on routine and/or corrective maintenance or repairs on buildings, grounds, and equipment using a variety of hand and power tools.
11. Assist staff with the construction, repair, installation, and maintenance of fish screens, dam boards, crowders, etc.
12. Respond to emergencies & facility alarms during any hour of the day or night.
13. Operate vehicles and equipment.
14. Maintain concise and legible data records.
15. Perform other related duties as assigned and required.

SUPERVISORY AUTHORITY: None.

SIGNATORY AUTHORITY: Open purchase orders.

ACCESS TO SENSITIVE AREAS: None.

**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 equivalent.
2. Must demonstrate strong interpersonal & communication skills.

3. Ability to communicate effectively, orally & in writing.
4. Must have ability & interest to greet public.
5. Ability to carry out assigned duties/projects in efficient & timely manner with minimal supervision.
6. Employee will be required to sign off-site housing/employee agreement.
7. Applicants must have demonstrated a satisfactory level of productivity and dependability based on previous employer references.
8. Applicants must have a valid state driver's license, and their own transportation to the work site.
9. Employee will be required to sign a standby duties and responsibilities agreement.

## **STANDBY DUTIES AND RESPONSIBILITIES**

- A. Any employee's standby schedule will be established by the Umatilla/Walla Walla Fish Passage Manager II or the Umatilla Hatchery Satellite Facilities O&M Manager I. Deviations from the standby schedule must be approved in advance by the appropriate Manager.
- B. An employee who is in standby status must remain prepared to be engaged to work as follows:
  1. The employee must be present at the designated facility in which standby status is required. The ordinary standby locations shall be the Three Mile Falls Dam adult facility and the Umatilla Hatchery Satellite juvenile acclimation facilities where the employee is currently working.
  2. CTUIR requires the employee on standby to be prepared to report immediately for work if an alarm occurs.
- C. Standby status will not be concurrent with an employee's regular working hours.
- D. Employees in standby status will be compensated at a rate of five percent (5%) of their hourly base salary for time spent in standby status.
- E. Actual hours worked during standby status (e.g., alarm responses) will be compensated at a straight hourly time rate of their salary. In instances where an employee is required to work during their standby period, the employee's supervisor will adjust their work schedule to not exceed 37.5 hours for the work week.
- F. The standby schedule, and the allocation of standby time among hatchery employees, is when the employee is in work status and on site. The work schedule is to be determined by the appropriate Manager.
- G. An employee who needs to modify their scheduled standby status for any reason (e.g., Sick Leave or Annual Leave) must request and obtain approval from the appropriate Manager for another on-site employee to cover their standby duties. Employees are encouraged to make arrangements with another on-site employee prior to seeking Manager approval.
- H. Employees who are on standby status and fail to meet requirements to complete job duties when they arise (alarm response, etc.) may be subject to disciplinary action under the CTUIR Personnel Policies Manual.

## **PHYSICAL DEMANDS:**

1. Ability to stand and walk around for long periods of time.
2. The position requires the willingness/ability to work outdoors in inclement weather, to walk, climb, bend, stoop, and safely lift 50 pounds throughout the workday.
3. To work weekends, holidays, and sometimes irregular and long hours.

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. Applicant's 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.

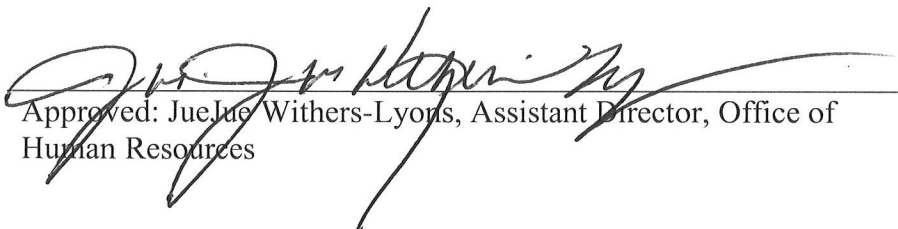
## APPLICANT RESPONSIBILITY

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

  
Approved: JueJue Withers-Lyons, Assistant Director, Office of  
Human Resources

  
Date

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### 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.)*

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Applicant Signature

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Date

