

541-429-7180



HumanResources@ctuir.org



46411 Timine Way  
Office of Human Resources  
Pendleton, OR 97801

## **POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

|                           |  |
|---------------------------|--|
| <b>POSITION TITLE:</b>    | Fisheries Technician I - Grande Ronde Research, Monitoring, and Evaluation (1 position)  |
| <b>SALARY:</b>            | Pay Range: 4<br>\$16.17 – \$25.09 per hour DOE/DOQ (37.5hours/week)  |
| <b>DEPARTMENT:</b>        | Department of Natural Resources, Fisheries Department  |
| <b>LOCATION:</b>          | Position located at CTUIR DNR-Fisheries Program field office, Oregon State University Ag Services Building, Island City, Oregon.   |
| <b>EMPLOYMENT STATUS:</b> | Seasonal part-time with no benefits. Non-exempt. The employment period is approximately 4 months/year to meet field work schedule (estimated start June 1st to September 30th, annually). Position is funded for the 2025 to 2027 seasons only( <i>This is a grant funded position and is contingent upon grant funding.</i> ) |
| <b>SUPERVISED BY:</b>     | Grande Ronde Research Monitoring and Evaluation (RM&E) Project Leader and Assistant Project Leader   |
| <b>OPENING DATE:</b>      | May 7, 2025  |
| <b>CLOSING DATE:</b>      | Open until filled; review of complete applications on May 20, 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.

## **DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT**

To protect, restore, and enhance the First Foods - water, salmon, deer, cou and huckleberry- for the perpetual cultural, economic and sovereign benefit of the CTUIR. We will accomplish this 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.

## **FISHERIES PROGRAM MISSION STATEMENT**

To provide sustainable harvest opportunities for aquatic species of the first food order by protecting, conserving, and restoring native aquatic populations and their habitats.

## **RESEARCH, MONITORING, AND EVALUATION MISSION STATEMENT**

To generate knowledge regarding the biological performance and ecology of aquatic species of the First Food order in a scientifically credible and policy relevant manner to inform management and policy decisions.

## **GENERAL STATEMENT OF DUTIES**

This position is primarily a field technician and will be responsible for assisting the Grande Ronde Fisheries RM&E project with all research, monitoring, and evaluation activities. Technician is responsible for conducting a variety of field activities to monitor salmon, steelhead, Bull trout, Lamprey, native and non-native fish, aquatic/terrestrial organisms and their habitats within the lands of traditional use. Tasks include operating and maintaining sampling equipment, handling fish, collecting data on fish, macroinvertebrates, and wildlife and their habitats, morphological surveys, operating screw trap (weekdays and some weekends), spawning ground surveys, snorkel surveys, fish salvage, assisting other research as needed, monitoring and evaluation of restoration and reintroduction projects and performing other duties as assigned. This position will involve mostly field work.

The work week is typically 37.5 hours Monday through Friday, with some sampling occurring at the restoration project location at dawn and dusk. This position may involve some weekend work. The time taken to complete fieldwork can be unpredictable (can be up to 12-hour days), therefore a flexible work schedule is used to maintain the 37.5-hour work week.

Any field sampling training needed for this position will be provided by project staff and partner agencies during regular work hours.

Funding for this position is from the Bureau of Reclamation via an agreement with CTUIR and is dependent upon the continuation of that funding each year.

## **EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES**

### **Fish and Habitat Monitoring and Evaluation**

1. Spawning Surveys: Conduct spawning surveys up to five days a week for steelhead, Chinook, and other species as required.
  - a. Surveys will follow established protocols. Surveys are physically demanding, and involve walking many miles on uneven, rough, wet, and slippery terrain over deadfalls in and out of the water. Work requires hiking in steep, brushy, terrain in inclement weather without



the benefit of roads or trails. Surveys require collecting biological information from fish carcasses and habitat information at redd locations.

- b. Surveys are required to be completed in a timely manner so that carpooling with other surveyors can be coordinated beforehand and staff time is efficiently managed.
- c. Spawning surveys are March to June for steelhead and August through September for Chinook. Lamprey spawning surveys may be added to the work schedule as populations increase in the Basin and can occur in July to August.

2. Operate weirs and screw traps:

- a. Work requires being in the water in all weather conditions, following standard operating procedures and protocols to safely handle live fish, remove and store scales, collect genetic samples, anesthetize and mark/tag fish, collect biological information, collect gastric lavage samples, and accurately record information on paper and computers.
- b. The screw trap and weir trap operation will require some weekend work. Arrangements for alternate weekend work for Tech I will be coordinated with the project biologists.

3. Assist with other RM&E project activities:

- a. This will include electrofishing, snorkel surveys, netting, marking and tagging fish, collecting scales, collecting gastric lavage samples. Use radio telemetry equipment to track adult and juvenile fish. Collect accurate data from fish, macroinvertebrates, wildlife, and their habitats. Perform other duties as required to support the Fisheries Program.
- b. Surveys are physically demanding and involve walking many miles on uneven, rough, wet, and slippery terrain in and out of the water in all weather conditions. Some macro invertebrate and habitat surveys will begin at dawn and/or dusk. Technicians will need to be at the sampling site on time for these surveys to start and be prepared to be on site until the survey is completed.

4. Equipment maintenance:

- a. Clean and maintain gear, equipment and vehicles, and perform other related duties as assigned.

5. Data management:

- a. Enter accurate and legible field data onto data sheets or electronic devices. Error check data on site and at the office.

6. Develop and maintain positive working relationships with Tribal employees, state and federal resource agency personnel, the public and others involved with salmonid recovery in the Grande Ronde River Basin.

**This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.**

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

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 equivalent.
2. Applicants must be physically fit and able to conduct daily habitat and spawning surveys. Applicants must be able to keep pace with other crew members in the field. Applicants must provide written documentation from an independent, recent and credible source (i.e. a past employer) demonstrating successful performance of similar duties.
3. Willingness to work under a variety of sometimes adverse field conditions (e.g. hiking with gear to remote locations; hot, cold, and wet conditions involving up to 12-hour workdays wading in streams).
4. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally with supervisors and project staff and in writing when filling in field data forms.
5. Demonstrate a satisfactory level of productivity and dependability based on previous employer references.
6. Must have the ability to safely operate ATV' s, tow trailers, winches, and other power or hand tools.
7. 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.
8. Ability to work effectively and positively in a team environment or independently in field and office settings. Maintain effective working relationships with other employees, the general public, landowners and resource agency personnel.
9. Must be able to effectively communicate with crew members and crew leaders regarding project tasks.
10. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

**PHYSICAL DEMANDS:**

1. Ability to walk (3-9 miles a day) in uneven, hilly terrain, in and along streams and rivers.
2. Ability to carry two five-gallon buckets full of water for at least 100 yards repeatedly during a workday over uneven and slippery terrain.
3. Ability to stand and walk around for long periods of time.
4. Ability to sit in automobiles for extended periods for travel to work sites.
5. Ability to work long hours with early starts and weekends as part of a flexible schedule.

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 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.

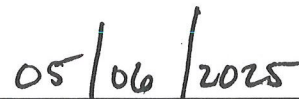
## OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Recruiting  
46411 Timíne Way  
Pendleton, OR. 97801  
Phone: (541)429-7180  
Email: HumanResources@ctuir.org

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



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



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.)*

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Applicant Signature

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Date

