

541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Water Resources Technician II/III
SALARY:	Pay Range: 7-8 \$43,497.36 - \$67,540.68 Annual DOE/DOQ
DEPARTMENT:	Department of Natural Resources, Water Resources Program
LOCATION:	Position located at Nixyaawii Government Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation
EMPLOYMENT STATUS:	Full Time with benefits package
SUPERVISED BY:	Water Resources Program Manager
OPENING DATE:	September 15, 2025
CLOSING DATE:	Open until filled, first screening October 24, 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.

GENERAL STATEMENT OF DUTIES

Under the supervision of the Water Resources Program Manager, the Water Resources Technician II/III plans, executes, and documents hydrologic monitoring and assessment activities that protect and enhance CTUIR First Foods while supporting application of the CTUIR Water Code. The position installs, operates, and maintains surface-flow gaging stations and associated telemetry; collects and verifies discrete and continuous stage, discharge, and water-quality measurements; performs rigorous QA/QC; and finalizes defensible datasets, rating curves, and flow statistics for integration into the Central Data Management System (CDMS). The position works independently in remote field conditions, adheres to safety and quality systems, and

communicates effectively with Tribal departments, agencies, and stakeholders. Technician III serves as lead for surface flow gaging and water quality deployments, designs stations, and contributes to work plans, while Technician II focuses on field data collection and preliminary computations under close supervision.

NATURAL RESOURCES DEPARTMENT 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 using traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and action; and 2) natural resource policies and regulatory mechanisms.

WATER RESOURCES PROGRAM MISSION STATEMENT

To ensure that ground water and surface waters are available to satisfy CTUIR treaty rights, the needs of CTUIR members, and the citizens of the Umatilla Indian Reservation. The Water Resources Program will accomplish this by implementing CTUIR Water Code procedures and regulations to promote sustainable water use and management.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Data Collection and Management

- a) Assisting in planning, budgeting, and establishing stream gaging stations and other monitoring sites as needed.
- b) Installing stream gaging equipment ranging from staff gages and individual pressure transducers to permanent stations with telemetry.
- c) Collecting stream discharge measurements using flow meters, hydraulic structures, and other hydrologic measurement devices.
- d) Compiling necessary hydrologic and meteorological data to analyze stream discharge records and baseflow separation and developing rating curves.
- e) Computing flow statistics for gaged and non-gaged streams.
- f) Operate, maintain, and install multi-parameter instruments, flow meters, and other field equipment to collect water quality and water quantity data, including temperature, dissolved oxygen, conductivity, dye/tracer data, stream and spring discharge, precipitation, channel substrate, and other relevant parameters.
- g) Providing quality assurance/quality control for data collected.
- h) Archiving data in a database such as MS Access, CDMS, or related program.
- i) Completing project-specific field investigations and evaluations of potential water system efficiency upgrades and impacts to flow regimes.
- j) Synthesizing, analyzing, and presenting data to inform decisions.
- k) Collaborating with an interdisciplinary team in the protection and restoration of instream flow, flow regimes and water quality.

2. Project Development and Implementation

- a) Assisting in the development of projects that restore instream flow.

3. Project Administration

- a) Assisting in completion of annual work plans, budgets, progress reports, and various activities associated with project administration, such as reporting results to funding entities in a manner consistent with CTUIR protocols.

4. Coordination with Agencies, Stakeholders, and Landowners

- a) Helping develop and maintain cooperative relationships with project staff, agency personnel, landowners, water right holders, and other stakeholders to strengthen project outcomes.
- b) Creating future opportunities and improving project status with funding oversight committees.

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.)

For Technician III

1. Bachelor's degree preferred in an environmental-science related field with one (1) to two (2) years of experience in field data collection and related activities. Relevant course work must include one or more of the following fields: hydrology, environmental, watershed or physical science, and/or natural resources management.

OR

For Technician II:

2. Associate degree with relevant coursework in one or more of the following fields: in hydrology, environmental, watershed or physical science, natural resources, and/or ecology.

For both Technician III and Technician II:

3. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing.
4. Ability to produce concise accurate reports, memoranda, emails, and letters.
5. Must demonstrate good writing, spelling, proofing, grammar, and punctuation skills.
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 have adequate knowledge of hydrologic principles, practices and procedures, computer processing equipment and software, including MS Access, Word, Excel, Outlook, and prefer some familiarity with ArcGIS software. Knowledge of computers and other office technological equipment must be kept current by attending training as directed by supervisor.
8. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
9. Individual must be highly organized and have good filing skills.

PHYSICAL DEMANDS:

1. Ability to sit, stand, or walk for long periods of time.
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Ability to lift up to 40 pounds and carry for distances up to ½ mile during field data activities.
4. The work may require some physical exertion such as: long periods of standing; walking over rough, uneven, slippery, or rocky surfaces; wading in creeks; recurring bending, crouching, stooping, stretching,

reaching, or similar activity; or recurring lifting of moderately heavy items weighing less than 40 pounds such as lifting and carrying stream gauging equipment, data collection and monitoring devices, or sampling materials.

5. Ability to tolerate moderate or sometimes extreme exposure to rain, cold/hot weather, and icy streams or rivers. Special safety precautions are required in some cases and the employee will wear life jacket, waders, and reflective rain gear.

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 Recruiting
46411 Timine 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: Jue Jue 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.)*

Applicant Signature

Date