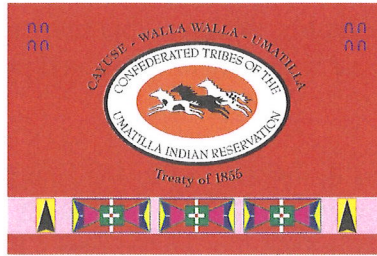


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

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

**SALARY:** Pay Range: 4-5  
\$16.50 to \$17.58 hourly (37.5 hours/week)  
DOE/DOQ

**DEPARTMENT:** Department of Natural Resources, Fisheries Program

**LOCATION:** Position located in Pendleton, Oregon (work office). The actual worksite is Three Mile Falls Dam adult facility.

**EMPLOYMENT STATUS:** Seasonal part-time with no benefits (September – November) **maximum period (3) months**  
Non-Exempt

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

**OPENING DATE:** August 22, 2024

**CLOSING DATE:** Open until filled with first review August 29, 2024

**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 populations and their habitats.

**Fisheries O&M Program Mission Statement:** Develop, operate, and co-manage artificial fish production facilities to replace extirpated populations and supplement depressed populations.

#### GENERAL STATEMENT OF DUTIES

The incumbent(s) will perform a variety of duties related to the operation and maintenance of the Three Mile Falls Dam adult collection and holding/spawning facility consistent with CTUIR treaty rights and interests. This position is responsible for efficient and effective operations while meeting production goals in order to provide fish for harvest and/or conservation programs. Standby is a requirement of this position with on-site housing provided with limited amenities.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

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

#### SPECIAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

1. Standby duties are assigned to this position. The Standby Policy must be accepted by the applicant.
2. On-station housing is provided. The Housing Agreement must be accepted by the applicant.

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 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 an efficient & timely manner with minimal supervision.
6. Employee will be required to sign an off-site housing agreement.
7. Applicants must have demonstrated a satisfactory level of productivity and dependability based on previous employer references.
8. Employee will be required to sign a standby duties and responsibilities agreement.
9. Applicant **must have a valid state driver's license and their own transportation to the work site.**

**STANDBY DUTIES AND RESPONSIBILITIES**

- A. Any employee's standby schedule will be established by the supervisor(s). Deviations from the standby schedule must be approved in advance by the supervisor(s).
- B. 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 supervisor(s).
- 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 supervisor(s) for another on-site employee to cover their standby duties. Employees are encouraged to arrange standby with another on-site employee prior to seeking supervisor 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 all kinds of weather, to walk, climb, bend, stoop, and occasionally lift up to 55 lbs. throughout a workday.
3. To work weekends, holidays, and sometimes irregular and long hours.

**SERVICE OBJECTIVE: Responsibilities to Tribal Community**

1. Responsive to community goals and Tribal treaty rights for native aquatic community protection and restoration for the purpose of maintaining an active Tribal culture.
2. Performs job in a professional and ethical manner.
3. Courteous and respectful to community members.

## SUPPORTIVE WORK ENVIRONMENT:

1. Exhibit a positive and enthusiastic attitude, a strong work ethic, and work well with others. Create and maintain a professional and positive work environment that encourages open constructive criticism of ideas and focuses on the prime goal of creating a healthy fisheries resource to achieve the mission statements of the CTUIR, DNR and Fisheries Program.
2. Communications: Keep others informed of work issues and results by maintaining quality communications. Work at the most direct and immediate level to resolve issues of conflicting personalities and needs.

## ORGANIZATIONAL IMPROVEMENT:

1. Commitment to a philosophy of quality.
2. Display proactive view initiative and creativity to resolve problems, capitalize on opportunities in the job and assist co-workers when possible.
3. Cost-effective use of CTUIR's resources.

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 Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

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



Approved: Patricia Farrow, Sr. Staffing & Recruitment Specialist



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