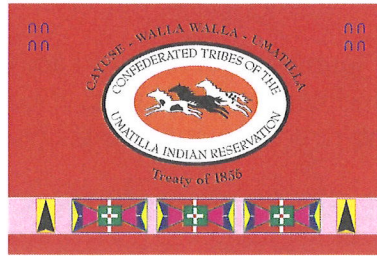


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



Note: Salary revision

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Fish Technician I-II (Hatchery)

SALARY: Pay Range: 4-5 (Fish Tech I: \$19.78-\$34.36 per hour
5-6 (Fish Tech II: \$22.15-\$38.17 per hour
DOE/DOQ

DEPARTMENT: Department of Natural Resources, Fisheries Program

LOCATION: ?mtwaha Fish Hatchery, Milton-Freewater, Oregon
Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Ongoing Part-Time with partial benefits (employees scheduled to work
129 hours or less per calendar month) Non-Exempt.

SUPERVISED BY: Assistant Hatchery Manager - Manager I

OPENING DATE: October 16, 2024

CLOSING DATE: Open until filled with review October 31, 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 journey level technical and scientific fish culture duties and hatchery related maintenance. This position is responsible for efficient and effective operations while meeting production goals in order to provide fish for harvest and/or conservation programs.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Feeds fish as directed by supervisor. Maintains the frequency and delivery rate directed to maximize growth and minimize waste.
2. Monitors fish behavior and records mortalities; examines mortalities for clinical signs of fish pathogens; monitors water quality and rearing environments; notifies supervisor and fish health specialist when abnormalities occur.
3. Collects, monitors, and records weather and water quality parameters which include temperatures, flow, turbidity, dissolved oxygen/total gas, pH, total suspended solids (TSS), and settleable solids (SS); monitors, adjusts, and maintains water treatment systems.
4. By direction of the supervisor, administers the correct dose of drugs and anesthetics to fish by injection or immersion; calibrates, cleans, and sterilizes inoculation equipment; calculates, applies, monitors, evaluates, and records therapeutic levels to control pathogens.
5. Identifies and sorts for spawning individual adult fish according to species, gender, condition of maturity, or other defined characteristics; removes and collects eggs and sperm to ensure viable, uncontaminated gametes and genetic variability.
6. Identifies and removes weak or dead eggs, and shocks and enumerates eggs for final incubation and hatch.
7. Liberates fish to the waters of the Walla Walla Basin.
8. Collects, compiles, and stores data on a variety of activities pertaining to fish rearing; completes daily forms, and reports for supervisor's approval and signature.
9. Provide routine preventative and/or corrective maintenance or repairs on buildings, grounds, and equipment using a variety of hand and power tools. Build, repair, install, and maintain fish screens, dam boards, crowders, etc.
10. Proper cleaning and storage of all equipment and assets, which includes facility grounds and structures.
11. Perform other related duties as assigned and required related to duties and responsibilities of the position.

SUPERVISORY AUTHORITY: None.

SIGNATORY AUTHORITY: Purchasing on open and regular 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.)

Fish Technician I: Required Minimum Qualifications -

1. High school diploma or GED equivalent.
2. Possess a valid state driver's license and be able to drive and meet insurance requirements for government vehicles.
3. Be physically fit and able to carry out hatchery duties as noted above.

4. Reliably carry out assigned duties/projects in an efficient, responsible, and timely manner with minimal supervision.
5. Demonstrate a satisfactory level of productivity and dependability based on previous employer references.
6. Must be able to effectively communicate with crew members and crew leads regarding project tasks.

Fish Technician II: Required Minimum Qualifications – all qualifications noted above plus the following.

1. High school diploma or GED equivalent with two years relevant experience, **OR** CDL **OR** Related AA degree, plus the qualifications noted above.
2. Must demonstrate strong interpersonal & communication skills. Ability to communicate effectively, orally & in writing.
3. Must have ability & interest to greet the public.
4. Must be able to operate and maintain equipment and small vehicles (i.e., riding a lawnmower, forklift, small tractor).

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.
4. Operate vehicles including tractors, forklifts and ATVs.

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.
3. Develop and maintain proactive working relationships with supervisors, co-workers, tribal members, landowners, and personnel affiliated with city, county, state and federal agencies.

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



Approved: Patricia Farrow, Sr. Staffing & Recruitment Specialist

10/17/2024

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

