

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 I/II (1 position)
SALARY:	Pay Range 4-5 (Technician I \$31,537.08-\$45,049.08 annual) Pay Range 5-6 (Technician II \$35,316.96-\$50,041.92 annual) DOE/DOQ
DEPARTMENT:	Department of Natural Resources, Water Resources Program
LOCATION:	Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation
EMPLOYMENT STATUS:	Full Time with benefits package Non-Exempt
SUPERVISED BY:	Water Code Administrator
OPENING DATE:	April 21, 2025
CLOSING DATE:	May 5, 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.

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 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.

GENERAL STATEMENT OF DUTIES

The primary focus will be assisting the WCA in coordinating and implementing all activities required to enforce the Tribal Water Code (TWC). This will include data collection and management related to wells, well logs, water use, and TWC permits. A key component will include updating the CTUIR's Centralized Data Management System (CDMS) permitting data and ensuring data accuracy. This position will also assist WRP staff, as available, in both surface water and groundwater projects including biological, chemical, and physical data collection in a field setting, and routine maintenance of various equipment to ensure protection of water resources primarily on the Reservation and secondarily throughout the Aboriginal Title areas of the Tribes.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Primary technical support, in both an office and field setting, to the WCA to protect Tribal resources, Tribal Water Rights, and enforce the Tribal Water Code.
2. Assist the WCA with well and permit related tasks including management of applications from landowners and Tribal staff, data collection and recordkeeping, filing, and field site visits to wells for status checks.
3. Entry of all permit and application data into CTUIR's CDMS as assigned. This will include well development and usage information, site inspections, and meter and pump information. This will also require working closely with Office of Information Technology staff to maintain different datasets and ensure data accuracy.
4. The position will work closely with the WRP Hydrologist and other CTUIR program staff such as Public Works regarding municipal wells and recorded log data for water audit project work. An understanding of municipal well house data logs is preferred but not required.
5. Assist the WCA in consolidation and file management of all WRP permits and related documents to promote orderly file management and sharing.
6. Assist with the preparation of permits to develop a water system, to utilize tribal waters, and for stream zone alterations.
7. Assist with well data acquisition, management, and regulation as needed.
8. Assist with various WRP reports, maps, graphs and other media used in project planning,
9. Assist with the monthly well-data route, the annual meter reading project, and the annual spring survey project.
10. Assist with the bimonthly monitoring and maintenance of Indian Lake Dam at Lake Hiyúumtipin. Assist with upcoming project work at Indian Lake Dam including the siphon project and spillway work as needed.
11. Establish and maintain coordination and communications with Tribal staff, landowners, water users, well drillers, the general public, and others as needed. This position will involve preparing letters and speaking with both landowners and well drillers via phone calls and meeting in person to help complete applications and answer questions.
12. Responsible for tools, supplies, equipment, and vehicles associated with the WRP's office and field work operations.
13. Assist in WRP-related education and outreach projects such as career fairs and department open houses. May be involved in poster development, handouts, outlining work activities with attendees, and demonstrating water models.
14. Other related duties as assigned related to the needs of the program.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

Will need access to the digital and physical archived records, CDMS, and to DNR Water Lab (B107).

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

Water Resources Tech I: Entry level technical position.

- a. Possess a high school diploma or equivalent.
- b. Responsible and reliable.
- c. Experience with working in CDMS Paluut 2 is preferred but not required.
- d. Knowledge of, or ability to learn and implement customer service principles is preferred but not required.
- e. Possess a valid state driver's license, reliable transportation, and meet Tribal insurance requirements and.

Water Resources Tech II: Same as Tech I but with more advanced scope of responsibilities, more specialized training and skill levels, and increased independence of actions.

- a. Possess a high school diploma or equivalent + 2 years of relevant/related work experience.
- b. Responsible and reliable.
- c. Experience with working in CDMS Paluut 2 is preferred but not required.
- d. Knowledge of, or ability to learn and implement, customer service principles is preferred but not required.
- e. Ability to carry out assigned duties/projects in an efficient, timely, and safe manner with minimal supervision.
- f. Must be able to handle multiple projects and work within defined timelines using initiative and ability to prioritize projects.
- g. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing e.g. customer service, memoranda, emails, and brief letters.
- h. Must have knowledge with computer processing equipment and software such as Word, Excel, Power Point, Outlook, and other Office Suite software.
- i. Possess a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

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 25 pounds.
4. Field work may require physical exertion working and walking over rough, uneven, slippery, or rocky surfaces, wading in creeks, etc. while carrying monitoring equipment and 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 will be provided. Employee will wear life jacket, waders, reflective rain gear and safety vests as appropriate and instructed.

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



Approved: Patricia Farrow, Staffing and Recruitment Specialist

04/21/2025
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

