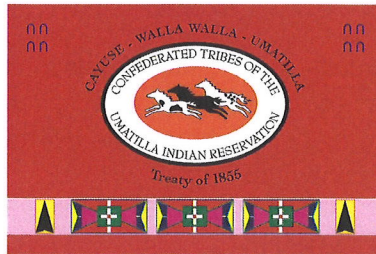


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Fisheries Technician I-II – Hatchery (Facility Watch Operator) /  
Biomonitoring Project

**SALARY:** Pay Range: 4-5 (Fisheries Technician I: \$15.70 - \$27.27 hourly wage)  
5-6 (Fisheries Technician II: \$17.58 - \$30.30 hourly wage)  
DOE/DOQ

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

**LOCATION:** Nixyaawii Governance Center, Mission Oregon, Confederated Tribes of  
the Umatilla Indian Reservation. The actual worksite is Three Mile Falls  
Dam adult facility during the facility watch duties (9 months) and  
Nixyaawii Governance Center for Biomonitoring Project duties (3  
months).

**EMPLOYMENT STATUS:** Full Time with benefits package.  
Non-Exempt

**SUPERVISED BY:** Manager II, Umatilla/Walla Walla Fish Passage  
Manager I, Umatilla Hatchery Satellite Facilities O&M  
Biomonitoring Project Leader and Assistant Project Leader

**OPENING DATE:** January 10, 2025

**CLOSING DATE:** Open until filled, first screening February 3, 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, 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 PROGRAM MISSION STATEMENT

To provide sustainable harvest opportunities for aquatic species of the First Food order by protecting, conserving, and restoring native aquatic population and their habitat.

#### FISHERIES O&M PROGRAM MISSION STATEMENT:

Develop, operate and co-manage artificial fish production facilities to replace extirpated populations and supplement depressed populations.

#### 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 a shared position and will require working for nine months as the Facility Watch Operator Fisheries Technician at Three Mile Falls Dam adult facility and three months as a Biomonitoring Project Fisheries Technician.

Under the supervision of the Umatilla/Walla Walla Fish Passage and Umatilla Hatchery Satellite Facilities O&M Managers, the facility watch operator will perform a variety of duties related to the operation and maintenance of the fish production facilities consistent with CTUIR treaty reserved rights and interests.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES (Hatchery Facility Watch Operator)

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 juvenile and adult salmon and steelhead.
3. Assist with data collection on adult broodstock and spawning activities.
4. Assist in the release of juvenile and adult fish into ponds.
5. Maintain required water flows and depths to provide a healthy holding and rearing environment for adult and juvenile fish.
6. Feed fish daily and observe for signs of parasites/disease or other pathogens.
7. Administer chemical treatments to mitigate for fungus and external parasites on adult and juvenile fish.

8. Remove adult and juvenile mortalities and monitor and record water temperatures, flows, and dissolved oxygen levels.
9. Liberate adult and juvenile fish.
10. Assist staff on routine and/or corrective maintenance or repairs on buildings, grounds, and equipment using a variety of hand and power tools.
11. Assist staff with the construction, repair, installation, and maintenance of fish screens, dam boards, crowders, etc.
12. Respond to emergencies & facility alarms during any hour of the day or night.
13. Operate vehicles and equipment.
14. Maintain concise and legible data records.
15. Perform other related duties as assigned and required.

Under the supervision of the Biomonitoring Project Leader and Assistant Project Leader, this position will be primarily field based and focused on collecting physical habitat and biological data at CTUIR river restoration projects in the Grande Ronde, John Day, Tucannon, Umatilla, and Walla Walla River basins. Technicians will be responsible for conducting field surveys to collect status and trend data used to assess the effectiveness of restoration actions in supporting the viability of salmonid populations. This is accomplished through quantification of characteristics of the stream channel and riparian zone and documentation of fish presence, abundance, diversity, and spatial distribution. Technicians may assist other projects to support research activities that are designed to evaluate steelhead, spring Chinook, and bull trout habitat improvements and populations.

The regular work week is typically 37.5 hours, Monday through Friday. Due to travel times to project areas, surveys which must be conducted within certain temperature limits to ensure fish health, and the unpredictable nature of field work long days (up to 12 hours) may occur. A flexible work schedule is used to maintain the 37.5-hour work week. In addition, work may be conducted during inclement weather such as summer heat, rain, and snow.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES (Biomonitoring Project)

1. Conduct stream habitat surveys following field protocols to collect channel measurements, pebble counts, large wood counts, GPS points, water temperature, and other data as necessary.
2. Perform snorkel surveys to document fish presence or absence, species, abundance, and spatial distribution.
3. Collect macroinvertebrate and bryophyte samples according to field protocols.
4. Assist with spawning surveys in coordination with other Research, Monitoring, and Evaluation projects.
5. Assist with fish salvage and electrofishing as needed.
6. Record data accurately, completely, and legibly using standard data entry forms according to field protocols. Check data for errors prior to leaving the field site and again at the office. Ensure that data is submitted to supervisor at the end of the field day or as soon as practicable.
7. Maintain equipment in good working order and inform supervisor of needed repairs. Electronic devices and extremely sensitive equipment will be used regularly.
8. Develop and maintain positive working relationships with Tribal employees, state and federal resource agency personnel, the public and others involved with salmonid recovery across ceded lands.

**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.)**

**Fisheries Technician I**

1. High school diploma or GED equivalent.
2. Possess a valid state driver's license, be able to drive and meet insurance requirements for government vehicles and have their own transportation to the assigned work site.
3. Be willing and able to conduct snorkel surveys including wearing a drysuit, snorkel, mask, and gloves while swimming, crawling, and hiking up riverbeds in uneven, slippery terrain in varying water depths and temperatures.
4. Be physically fit and able to effectively conduct daily surveys at a reasonable pace, five days a week for at least four months.
5. Reliably carry out assigned duties/projects in an efficient, responsible, and timely manner with minimal supervision.
6. Demonstrate a satisfactory level of productivity and dependability based on previous employer references.
7. Ability to maintain effective working relationships with other employees, the general public, landowners, and resource agency personnel.
8. Must be able to effectively communicate with crew members and crew leads regarding project tasks.
9. Ability to communicate clearly.
10. Must have ability & interest to greet the public.
11. Ability to carry out assigned duties/projects in an efficient & timely manner with minimal supervision.
12. Employee will be required to sign off-site housing/employee agreement.
13. Employee will be required to sign a standby duties and responsibilities agreement.

**Fisheries Technician II**

1. High school diploma or equivalent.
2. Possess at least two years of relevant experience (working outside, natural resources related work, working with fish or other animals, working on and around water).
3. Possess a valid state driver's license, be able to drive and meet insurance requirements for government vehicles and have their own transportation to the assigned work site.
4. Be willing and able to conduct snorkel surveys including wearing a drysuit, snorkel, mask, and gloves while swimming, crawling, and hiking up riverbeds in uneven, slippery terrain in varying water depths and temperatures.
5. Be physically fit and able to effectively conduct daily surveys at a reasonable pace, five days a week for at least four months.
6. Reliably carry out assigned duties/projects in an efficient, responsible, and timely manner with minimal supervision.

7. Demonstrate a satisfactory level of productivity and dependability based on previous employer references.
8. Ability to maintain effective working relationships with other employees, the general public, landowners, and resource agency personnel.
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13. Employee will be required to sign off-site housing/employee agreement.
14. Employee will be required to sign a standby duties and responsibilities agreement.

**PREFERRED EXPERIENCE: (beneficial but not required)**

1. Experience identifying fish by species.
2. Experience conducting snorkel surveys.
3. Experience collecting and identifying macroinvertebrates.
4. Experience implementing stream habitat survey protocols.
5. Experience conducting spawning surveys.
6. Experience operating GPS devices.
7. Experience with data entry QA/QC.
8. Experience conducting work in remote locations and wilderness settings.

**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 coverage 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. Ability to walk (3-9 miles a day) in uneven, steep terrain, in and along streams and rivers.

3. Ability to sit in automobiles for extended periods for travel to work sites.
4. Ability to carry/lift 40-50 pounds for at least 100 yards repeatedly during the workday over uneven and slippery terrain.
5. Ability to work long hours with early starts as part of a flexible schedule.
6. To work weekends, holidays, and sometimes irregular and long hours.
7. Ability to work outdoors in inclement weather in and around water for extended periods.

#### 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 post marked by the closing date.**



Approved: Jordan Bronson, HR Generalist, Office of Human Resources

1/10/2025  
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.)*

Applicant Signature

Date