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

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Water Resources Technician II/III

SALARY: Pay Range: 7-8
$35,908.80 to $71,634.72 annual
DOE/DOQ

DEPARTMENT: Department of Natural Resources, Water Resources Program

LOCATION: Position located at Nixiyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Non-exempt

SUPERVISED BY: Water Resources Program Manager

OPENING DATE: August 7, 2020

CLOSING DATE: Open Until Filled with review August 21, 2020 and August 28, 2020

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.

Water Resources Mission Statement: To ensure that surface and ground waters are available to satisfy CTUIR treaty rights, the needs of CTUIR members, and the citizens of the Umatilla Indian Reservation. Water Resources will accomplish this by implementing CTUIR Water Code procedures and regulations to promote sustainable water use and management.
The Water Resources Technician position involves both technical and non-technical elements of instream-flow protection and restoration. This includes hydrologic data collection and collaboration with CTUIR DNR Fisheries and First Foods Policy programs, which have the following missions:

**Fisheries Habitat Project Mission Statement**
To protect, enhance, and restore functional floodplain, channel, and watershed processes to provide sustainable and healthy habitat for aquatic species of the First Food order.

**First Foods Policy Program Mission Statement**
To provide proactive planning and policy analysis and development to protect, restore, and enhance the First Foods and the exercise of associated rights reserved in the Treaty of 1855.

**GENERAL STATEMENT OF DUTIES**
The Water Resources Technician will collect data – instream flows primarily and groundwater secondarily – to support anadromous and resident fish populations in tributaries of the Columbia River as part of the Columbia Basin Water Transactions Program (CBWTP).

This position will be responsible for assisting the Water Resources, First Foods Policy, and Fisheries programs in developing and implementing projects that restore instream flows, flow regimes, and water quality as described in CTUIR’s Umatilla River Vision (2011) and as part of the CBWTP. This position will provide the technical support and data collection necessary to quantify instream flows and verify compliance with instream water rights within CTUIR’s aboriginal area.

This position will assist in various aspects of instream flow restoration projects, including: conducting hydrologic studies (which may include various flow regimes and physical processes, geomorphology, the riparian corridor and the floodplain), water quantity/quality and surface water/groundwater interaction, aquifer recharge, water-use efficiency assessments, and field surveys; assistance in the completion of environmental compliance requirements; monitoring, evaluation, and reporting; and coordination with multiple state, federal, and private stakeholders.

A successful candidate will:

2. Assist in conducting studies to protect and restore instream flow, flow regimes and water quality.
3. Inform and assist in collaboration with multiple stakeholders, including: local, state, and federal entities; non-governmental organizations; irrigation districts; and private landowners (e.g., local municipalities, Oregon Water Resources Department, Washington Department of Ecology, US Geological Survey, US Fish & Wildlife Service, and local and regional non-profit organizations).
4. Assist in CBWTP project planning, coordination, implementation, monitoring, and reporting.
5. 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.
6. Enter data into a centralized data management system and MS Access database.
7. Construct, establish, and/or install stream gaging stations, groundwater wells/piezometers, permanent and temporary flumes, and transects at monitoring site locations.
8. Attend training/classes in field methods, water safety, data entry and management, equipment operation, methods for Quality Assurance/Quality Control, and other relevant field and office skill development opportunities.
9. Assist in the development of reports, maps, tables, and GIS figures.
10. Oversee and assure quantity and quality of the work performed by strict adherence to established methods and procedures.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

We anticipate a majority of the employee’s time will be devoted to data collection and management in support of instream flow restoration projects. These duties may include:

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 ungaged streams.
   f) Providing quality assurance/quality control for data collected.
   g) Archiving data in a database such as MS Access, Aquarius, or related program.
   h) Completing project-specific field investigations and evaluations of potential water system efficiency upgrades and impacts to flow regimes.
   i) Synthesizing, analyzing, and presenting data to inform decisions.
   j) 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, such as water right leases, acquisitions, and water-use efficiency projects.

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.
   c) Continuing to facilitate collaboration with co-managers and planning groups, including the Walla Walla Water 2050 Water Management Planning effort and the Upper Grande Ronde Watershed Partnership Place-Based Planning effort.

5. Monitoring, Evaluation, and Reporting
   a) Conducting monitoring on flow restoration projects to ensure compliance with instream water rights.
   b) Conducting monitoring, reporting, and evaluation for Fisheries, First Foods, and other DNR programs.
This job description in no way states or implies that these are the only duties to be performed by this employee. The successful applicant will be required to follow any other instructions and perform any other duties as requested by the employee’s supervisor.

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

   Associate’s degree in an environmental science-related field with three (3) years of experience with progressively more responsibility in data collection, reporting and data management.

For Technician II:

2. Associate’s 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 trainings 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.

PREFERRED SKILLS AND QUALIFICATIONS

1. A demonstrable understanding of aquatic ecosystems and associated biota along with a thorough understanding of physical stream and hydrologic processes and functions. Specifically, the following topics should be understood:
   - Basic knowledge of fish biology with an emphasis on anadromous salmonids of the Columbia River Basin.
• Knowledge of physical floodplain function and processes such as channel-to-floodplain connectivity and surface/groundwater water exchange as it relates to habitat requirements of aquatic species.
• Knowledge of aquatic ecology, fluvial geomorphology, water quality, watershed processes, and hydrology at multiple scales.

3. Experience working for a land or water trust, governmental agency, and/or private consultants.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to sit, stand, or walk for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 40 pounds and carry for distances up to ½ mile during field data activities.
5. 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.
6. 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 section 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 and Procedures 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 (both sections, 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: Jue Jue Withers-Lyons, Assistant Director, Office of Human Resources

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