

Little Traverse Bay Bands of Odawa Indians Job Description

Job Title:	Water Quality Specialist
Department:	Natural Resources Department
Reports To:	Environmental Services Manager
Status:	Non-Exempt
Starting Salary:	\$15.13 to \$20.47 per hr. / (\$31,475-\$42,584) Annual
Level:	4
Terms:	Grant funded: Performance Partnership Grant (100%) Expires 12/31/2016 (Renewable every two years)
Posted:	September 8, 2015
Closed:	September 29, 2015

SUMMARY

The Water Quality Specialist will be responsible for ensuring the protection and wise use of the LTBB's water resources through the monitoring and assessment of tribal water resources, the development of water quality standards, and the enforcement of regulations enacted to protect those water resources. The Water Quality Specialist will be charged with the administration and implementation of U.S. Environmental Protection Agency grants, Bureau of Indian Affairs grants and any other grants pertaining to surface and ground water issues within and adjacent to the 1855 exterior reservation boundaries or Ceded Territory as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develop tribal water quality standards.
- Pursue Tribal and/or EPA Approved Water Quality Standards and Uses and/or legislation/policy
- Development of tribal ordinances on water quality, land use and zoning to preserve, protect and enhance reservation groundwater, surface water and wetland resources
- Lead and facilitate a Tribal Water Quality Workgroup.
- Conduct analyses on all surface water data collected
- Complete grant requirements including two year technical, annual, and quarterly reports, monitoring strategy, workplans, budgets, and quality assurance protection plans.
- Complete LTBB Non-point Source Assessment Report and Management Plan.
- Perform activities associated with the monitoring, assessment and regulation of selected wetland sites
- Review wetland assessments and delineations for regulatory purposes.
- Maintain data on LTBB network and upload all data to the Environmental Protection Agency's National Database (WQX/CDX).
- Update and assess LTBB Surface Water Quality Protection Program.
- Administer, implement and update LTBB's water quality monitoring program.
- Collect physical, biological, and chemical data in the field on LTBB water systems
- Develop and implement a water quality monitoring plan for water resources within and adjacent to reservation boundaries.
- Responsible for the routine maintenance of field and/or lab equipment used to implement the water quality monitoring plan.
- Manage water quality data

- Develop analytical reports related to water quality
- Preparation of proposals and quality Assurance Project Plans related to water quality.
- Development of watershed protection plans for LTBB Reservation
- Cooperation with and participation in water-related activities and projects of other conservation agencies that effect water quality within and adjacent to reservation boundaries.
- Attend meetings and trainings to update or acquire new skills.
- Serve as a speaker, presenter, etc. at meetings, workshops and conferences on environmental issues
- Research and pursue water related grants to build environmental capacity.
- Collaborate and represent LTBB on tribal, local, state and federal workgroups, and/or projects pertaining to water resources in Indian Country.
- Complete Tribal program requirements including quarterly and annual reports.
- Provide technical support to other programs engaged in water related activities and assessments such as plant, wildlife or educational activities.
- May be required to assist other programs and perform other duties as needed.

EDUCATION AND EXPERIENCE

Must possess a Bachelor of Science Degree in Limnology or Environmental Sciences or related science field and four years of environmental field-related experience. Two years of that experience must be in a position equivalent to the Water Quality Technician duties required.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Knowledge required in the following Microsoft programs: Excel, Outlook, Publisher, PowerPoint and Word. Knowledge preferred in Access.
- Must be detail-oriented.
- Experience in an outdoor setting with boat and snowmobile operation required.
- Willingness to hike and carry heavy equipment for moderate distances preferred
- Knowledge of basic water quality concepts required.
- Experience in GIS and using GPS required.
- Macroinvertebrate and wetland plant identification skills preferred.
- Experience using SigmaStat and SigmaPlot preferred.
- Must be able to read, analyze and interpret common scientific and technical journals, be able to write scientific and quarterly reports and be able to effectively present information.
- Must be capable of empirical analysis and comprehension of symbolized information such as that found in formulas and graphs.
- Must be able to work with mathematical concepts such as probability and statistical inference.
- Must be knowledgeable about Tribal, State, and Federal wetland and water laws and regulations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid driver's license with a good driving record, reliable transportation, and be insurable.
- Will need a LTBB scientific collector's permit.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee is required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds (data collection equipment on land and off a boat or canoe). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions for long periods of time during all four seasons. Will work frequently on a boat, canoe, or kayak. The noise level in the work environment is usually moderate.

COMMENTS

Indian Preference will apply.