

## **Little Traverse Bay Bands of Odawa Indians Job Posting**

**Job Title:** Water Quality Technician  
**Department:** Natural Resources  
**Reports to:** Water Quality Specialist  
**FSLA:** Non-exempt  
**Salary Range:** \$28,163-\$38,106  
**Level:** 3  
**Opens:** August 24, 2015  
**Closes:** September 14, 2015

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### **SUMMARY**

The Water Quality Technician will perform tasks and duties assigned by the Water Quality Specialist or Environmental Services Manager that provide assistance in the implementation of any or all components of the Surface Water Protection Program (SWPP) and will assist with additional activities under the various sections of the Clean Water Act as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, other duties may be assigned.

- Assist in the collection of biological, chemical, and physical data in the field.
- Maintain, calibrate, troubleshoot and properly use all water quality equipment.
- Attend local/state water quality related meetings/conferences/ workshops in place of the Water Quality Specialist
- Transport or ship water quality samples to contractual lab
- Conduct lab analysis on water quality samples
- Organize and maintain water quality data and other pertinent records and/or information.
- Import water quality data into EPA WQX/CDX National Database or other data bases as needed.
- Sort macroinvertebrate samples in accordance to LTBB SWPP Quality Assurance Protection Plan.
- Identify wetlands and review wetland assessments
- Identify nonpoint source pollution issues and plan implementation of LTBB Nonpoint Source Assessment and Management Plan
- Provide environmental support to other Tribal Programs engaged in wild life and vegetation projects or assessments.
- Review and comment on permits and documents affecting wetland or water quality in and around the LTBB reservation
- Participate in education and outreach programs.
- Assist in water quality related research for various documents or inquiries.
- Attend trainings to update or acquire new skills in the water quality field.
- Prepare purchase requisitions, contract requisitions, and travel requests/closeouts
- Order and maintain water quality supplies.
- Assist with maintenance of SWPP grant binders

- Assist with preliminary data analysis
- Assist with other water-related activities as needed

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an 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 occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee must occasionally lift, carry, and/or move up to 50 pounds (data collection equipment on land and off a boat or canoe, or snowmobile.). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions and ability to adjust focus. Candidate must know how to swim. Will need to walk and hike moderate to long distances on sand, rock, wet, and hilly terrains.

### **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.

### **SUPERVISORY RESPONSIBILITIES**

Supervision of summer intern and seasonal employees in absence of senior staff.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

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

### **EDUCATION AND EXPERIENCE**

Bachelor's degree (B.S.) in an environmental related discipline (biology, fisheries/wildlife/natural resource management, environmental science, or other related field) from a four-year college or university.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge required in the following Microsoft programs: Excel, Outlook, Publisher, PowerPoint and Word. Knowledge preferred in Access.
- Must possess excellent oral and written communication skills.
- Must be detail-oriented.
- Experience in an outdoor setting with boat and snowmobile operation preferred
- Willingness to hike and carry heavy equipment for moderate distances preferred
- Knowledge of basic water quality concepts preferred.
- Experience in GIS and using GPS preferred.
- Macroinvertebrate and wetland plant identification skills preferred.
- Experience using SigmaStat and SigmaPlot preferred.

### **COMMENTS**

Native American Preference will apply.