

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

JOB TITLE: SPECIAL PROJECTS TEAM
DEPARTMENT: NATURAL RESOURCES
SUPERVISOR: WATER QUALITY COORDINATOR
STATUS: NON-EXEMPT, HOURLY

Summary

Special Projects Team is supervised by the Water Quality Coordinator and works directly with Sauk-Suiattle Indian Tribe (SSIT) Natural Resource Department (NRD) program coordinators to augment and enhance existing projects, as well as develop and implement new projects. Projects for this team are intended to be more advanced than basic field data collection of the regular field crew. Projects could include but are not limited to: data management and analysis, report preparation, drone missions and video file management, equipment purchasing and maintenance, inventory management, Geographic Information Systems (GIS) supervision, knotweed eradication support and NRD website management. The Special Projects Team is expected to support the field coordinator and field crew as needed with additional field work, as well as in-house or in-field trainings. The Special Projects Team will also be available to provide specialized services (i.e.: drone flights for GIS imagery, or GIS maps) to other SSIT departments or partnering agencies, on a limited basis.

Essential Duties and Responsibilities

Implements specific ongoing or annual natural resources projects:

- SSIT NRD data management, depending on each NRD program's needs. Requires completing the development of the SSIT water quality database to be compatible with companion databases at the Northwest Indian Fisheries Commission (NWIFC) and the Skagit River System Cooperative (SRSC).
- Plans and implements knotweed eradication in areas not covered by SSIT contractors, particularly Darrington and nearby upland sites. Duties include training contract crews, assisting the Water Quality Coordinator in coordinating logistics with contractors, landowner outreach for access, tracking landowner permissions, creating GIS maps, collating data from SSIT and contractors, tracking annual progress, and making presentations at the annual Skagit Coordinated Weed Management Area working group (CWMA) meetings.
- Works with Water Quality Coordinator to delegate tasks associated with annual EPA water quality report completion. Tasks include tracking progress of annual data collection, updating text and results, creating new graphs and maps, and editing copy.
- Works with Natural Resources Field Coordinator to support field work as needed, helping train field staff, filling in during absences or many-hands field projects.
- Assists program coordinators with updates to Quality Assurance Project Plans and other quality control documents.

Develop special projects and/or enhance existing projects

- Discusses new special project ideas with each program coordinator and NRD Director on a regular basis. Sets up a schedule and work-flow chart to track progress on each special project.
- Implements NRD website development and operation, work with NRD staff and Director to post regular photos and text showing examples of project progress and results.
- Using NRD website posts, NRD project reports, or other work products, consults periodically with NRD Director, Tribal leadership, and NRD program coordinators for approval with how best to engage with the NWIFC public information officer or other media or websites to further publicize NRD projects.
- Brainstorms with NR Field Coordinator and program coordinators for methods to improve efficiency, safety, accuracy and cost savings. This could include conducting feasibility studies for cost-benefit analysis.
- Conduct scientific literature reviews related to project ideas.
- Other duties as assigned.

Coordinates and implements GIS and aerial imagery projects

- Develops and implements the SSIT NRD drone projects. Duties include development of field policies and protocols, mission checklist, project development, as well as data storage and management, and equipment maintenance and upgrades consistent with other sections in this job description.
- Supervises and implements the production of GIS imagery in support of projects within NRD (or outside departments and partnering agencies.)
- Handles mapping license upgrades and purchases, and anticipates hardware and software needs to keep up with GIS capacity needs.
- Assists field staff in attaining drone pilot certification.

Directs maintenance and inventory of NRD equipment

- Works with program and field coordinators to determine technology and equipment status, maintenance needs, as well as schedule upgrades and new purchases.
- Directs new equipment purchases, getting proper authorization (i.e.: NRD Director, Tribal Council as needed); Updates NRD inventory upon delivery.
- Oversee proper functioning of the NRD freezer, generator, heat pump, and EV charging stations, working with NRD Director and repair contractors as needed.

Qualifications

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

Education and/or Experience

- Bachelor's degree in science plus two years of experience in natural resources work, or a Master's in Science plus one year in natural resources work is preferred.
- At least two years water quality monitoring and assessment experience is preferred.
- Ten years of experience and skills acquired working for a Tribal natural resources

department could be considered sufficient, depending on the relevance of those skills to this job description. Pursuing continuing education to augment relevant skills would be encouraged.

- Fisheries and/or wildlife experience a plus.
- Experience working for a Pacific Northwest Tribe highly desired. Other Tribal experience will be considered.
- Other experience will be considered depending on qualifications.

Computer Skills

Microsoft Office and Internet software experience required. Entry level GPS & GIS experience required, extensive experience preferred. Capable of conducting empirical and statistical analysis of project data preferred.

Certificates, Licenses, Registrations

- Current Washington State driver's license required. Must have consistently remained valid for the last 12 months.
- First Aid/CPR certification required. If not, will need to study and pass test to acquire this license soon after hiring.
- Drone pilot certification preferred. If not, will need to study and pass test to acquire this license soon after hiring.
- Pesticide applicator license preferred. If not, will need to study and pass test to acquire this license soon after hiring.
- Safe Capture certification preferred. If not, will need to study and pass test to acquire this license after hiring.
- Electrofish certification preferred. If not, will need to study and pass test to acquire this license after hiring.
- Willing to obtain additional Certifications, Licenses and Registrations as needed to support the Department functions.

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

While performing the duties of this job, the employee may be exposed to outside weather and extremes of heat and cold. Wet conditions may require rain gear and other weatherproof clothing.

The noise level in the environment is usually moderate.

Culturally Sensitive

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen and random drug screening.

Background Check

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the position.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.