



SAGINAW CHIPPEWA INDIAN TRIBE OF MICHIGAN

POSITION DESCRIPTION			
Job Title:	Water Quality Assistant	Classification:	Non-Exempt
Department:	Planning Department	Pay Grade:	NE5
Reports To:	Environmental Manager	Approval Date:	11/22/2017

Position Summary:

Under the supervision of Environmental Manager, assist with collection and management of water quality monitoring data. Assist with outreach and education opportunities to the community. This is a grant funded position.

Essential Duties and Responsibilities:

- Assists with the collection of water quality data as outlined in the Monitoring Strategy, Quality Assurance Project Plan, and Work Plan developed for the Clean Water Act Section 106 Program.
- Assist with data management including data entry and uploading to the US EPA Water Quality Exchange Network.
- Assist with evaluation of water quality data.
- Gather information for grant related projects.
- Assist with outreach and education events including working with the public.
- Provide excellent customer service for all internal and external customers of the operations at all times. Provide solutions for customer concerns and continually focus on customer service as our top priority.
- Must maintain strict confidentiality and present a positive, professional demeanor and image at all times.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

Contacts/Purpose of Contacts:

- Contact with Tribal Council, US EPA, Inter-Tribal Council Environmental Staff, community members, Tribal Staff, local officials, federal and state agencies.

Minimum Qualifications:

- Associate's Degree, or actively pursuing a BS/BA in Environmental, Biology, Chemistry, Geology and or Natural Science.
- One year experience working with technical, biological, natural science, or other related field with practical experience preferred.
- Excellent communication and computer skills in word processing, database, and geographical information systems (GIS).

- Must have reliable transportation.
- Must be able to pass background check to meet the employment eligibility requirements as they pertain to the position.

License, Certification, or Special Requirements:

- Must have a valid Michigan Driver's License and must be able to obtain and maintain a Tribal Driver's License and qualify for coverage by SCIT auto liability insurance carrier.
- Native American preference shall apply to all positions.

Knowledge, Skills, and Abilities:

- Knowledge of applicable federal, state, tribal laws, regulations and requirements.
- Knowledge of current environmental and water resource issues pertinent to the Saginaw Chippewa land base (current and historical).
- Knowledge of a variety of federal and state water programs and agencies.
- Skill at navigating and recording field data using global positioning systems (GPS), maps, and compass.
- Skill in creating maps with GIS.
- Skill in taking water samples.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.

Physical Demands:

- Frequent use of hands, wrists, fingers associated with computer equipment.
- Required to sit for extended periods of time.
- Occasionally walk and stand.
- Normal visual acuity, ability to talk and hear.
- Occasionally lift and/or move up to 30 pounds.

Work Environment:

- Normal office environment.
- Must possess sufficient stamina to work under all types of weather conditions including extreme hot/cold and to lift, carry, push, or pull a variety of tools, equipment and materials.
- Frequent walking on rough uneven terrain.
- Frequent exposure to outdoor weather conditions
- May be required to swim and use a canoe.
- Extended hours and irregular shifts may be required.
- Travel may be required.