

Leech Lake Band of Ojibwe

Position Description: Wetland Specialist

Division: DRM

Reports to: Water Resources Manager

Worksite: Water Resources Program, Environmental Department, Division of Resource Management (DRM)

Work Hours: M-F, 8:00am to 4:30pm, some evenings as needed

LLBO Status: Non-exempt

Safety Sensitive: Yes

License/Certification Requirements: Valid MN Driver's License, current insurance or be insurable.

Summary: Responsible for implementing the LLBO Wetland Program plan, writing grants and building program capacity, conducting wetland monitoring, permit review, and leading restoration efforts.

Education Requirements and Experience:

A minimum of a Bachelor's degree in Biology, Natural Resource Science, Environmental Science or similar degree, or currently in final semester to obtain the aforementioned level of education required. Master's degree in Biology, Environmental studies or similar degree with a focus in wetland related studies. 1-2 years' experience working in wetland ecology, wetland delineation, or wetland related work preferred. Experience and/or certification in wetland delineation using the U.S. Army Corps of Engineers Wetlands Delineation Manual (1987) preferred.

Additional Qualifications and Skills:

A working knowledge of wetland ecology, hydrology, and vegetation.

Knowledge of hydric soils.

Knowledge of water quality sampling and environmental monitoring.

Knowledge of computer applications including MS Word, Excel and Outlook.

Experience using ArcGIS Software and GPS Devices.

Experience writing grants.

Experience with wetland functional assessment methods.

Experience conducting vegetation-based ecological wetland assessments according to the methods included in the MN Pollution Control Agency's Floristic Quality Assessment approach.

Knowledge of Clean Water Act section 404, US Army Corps dredge and fill permits, general permits, and individual permits.

Ability to operate a variety of motorboats, canoes, 4X4 trucks and ATV's.

Able to trailer and operate a boat.

Good oral and written communication and customer service skills.

Pre-employment drug testing is mandatory for all Leech Lake Band of Ojibwe positions.

Supervisory Duties:

Supervise, train and provide general guidance to Water Resource Technicians and seasonal interns that may assist in wetlands work. Will also occasionally lead or implement restoration projects.

Duties/Responsibilities:

Lead and build capacity for LLBO's wetland program.

Carry out goals and actions outlined in LLBO's wetland program plan.

Collect data using various methods and equipment types in wetlands often in remote areas.

Implement wetland restoration efforts.

Develop and conduct a voluntary wetland restoration program on the Reservation, including coordination with applicable federal, state, tribal, and local wetland agencies and property.

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Duties/Responsibilities (continued):

Work with other Water Resource staff in administering the wetland monitoring and assessment program for the Reservation.

Participate on various committees and workgroups in wetlands issues.

Research, design, maintain, and write grant proposals as needed or requested.

Participate in the preparation of reports on collected data.

Attend and or conduct all mandatory meetings and trainings as required. Maintain confidentiality and professional ethics at all times.

Travel in and out of the state on a possibly regular basis.

Understanding and sensitivity to Native American culture.

Adhere to policies governing staff conduct.

Prepare and present as requested on wetland related projects in the community and professionally.

Provide educational outreach to the community.

Compile and input field data into databases following QAQC protocols.

Physical Requirements:

Subject to both outside and office working conditions.

Non-smoking environment.

Office work will include: Sedentary work with some standing, reaching, kneeling and bending involved with the filing process.

Outside work will include: Field work in a variety of weather and environmental conditions.

Ability to drive for prolonged periods is also required.

Ability to safely operate vehicles and watercraft in various weather conditions is required.

Ability to lift and carry up to 45lbs. utilizing proper lifting techniques.

I understand the job description for the Wetland Specialist position. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with or without notice. I further understand that this job description is not a contract and does not guarantee employment for any specific period or amount of time. This job description will be revised periodically or as needed. Job Description Revised: 02/27/2023^{ds}

Employee – print

sign

date

Human Resources Representative – print

sign

date