



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Water Quality Specialist
Department: Environmental Management Office
Supervised by: Water Quality Coordinator
Pay Rate: T-6 \$16.48 – \$23.07/hr. (\$34,278.40 - \$47,985.60 Annual) DOQ
FLSA: Non-Exempt, Full-time

Position Summary: The Water Quality Specialist provides support to the staff of the EMO/Water Quality Control Program with planning, development, implementation and monitoring of various environmental protection programs and projects. Assists with assessment and reporting to the Tribal Council, Tribal Environmental Protection Agency, National Environmental Protection Act and Tribal Environmental Protection Ordinances. Works in conjunction and consultation with various tribal, federal and state agencies and US EPA Region 9 on environmental related issues, projects and funding for special programs and projects.

RESPONSIBILITIES:

- Assist the Water Quality Coordinator with investigating surface and groundwater quality on the reservation.
- Assists with the development of research questions, project design, data collection and analysis related to non-point source pollution and special projects as delegated by the Water Quality Coordinator.
- Perform a variety of sampling, monitoring and testing activities of the Tribe's environmental and water quality programs.
- Develop, organize and participate in community education and outreach activities.
- Prepare, develop and organize newsletters, meeting minutes, agendas and reports as needed.
- Assist with developing Clean Water Act 319 base and competitive grant proposals assisting with the implementation and supervision of associated activities.
- Coordinate and network with Tribal, federal, state and local officials. Assisting with the training of tribal technicians in developing the administrative capabilities of the Tribe.
- Other duties as assigned.

QUALIFICATIONS:

- BS degree in environmental science or related field or work experience equal in nature and duties to this position preferred.
- Possess proficient verbal and writing communication skills, ability to produce technical reports and funding proposals.
- Knowledge and experience with Geographic Information Systems (GIS) and statistical software is preferred.
- Must be proficient in Microsoft Office software.

Other Requirements:

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.

- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the prevailing Bishop Tribal Employment Rights Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.) 25 CFR 271.44 and other relevant laws.