



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Natural Resources Technician II
Lummi Natural Resources (LNR)

OPEN: December 3, 2018

EXEMPT: No

SALARY GRADE: (5) \$14.35-\$16.07 per hour DOE

SHIFT: Day

LOCATION: Administration Bldg.

DURATION: Regular Full-Time

(Grant Ends 12/31/2019)

CLOSE: December 7, 2018

JOB CODE:

DIVISION: Water Resources

DEPARTMENT: Natural Resources

SUPERVISOR: Water Resources

VACANCIES: 1

JOB SUMMARY: The incumbent in this position provides office and field administrative and technical support to the divisions of the Lummi Natural Resources Department. Office duties include administrative support with budgets, contracts, and invoices; technical support including acquisition and entry of electronic and physical data, data manipulation, mapping, and analysis within software programs typically a spreadsheet, database, or GIS program, and organization, storage, retrieval, as needed of electronic data entry for completing data, graphic, and written reports. Field duties include providing monitoring and survey support for watershed monitoring and restoration/enhancement projects, as well as planting and maintenance for riparian/wetland projects. Other tasks include assistance with the water quality monitoring program (e.g., data/sample collection, quality control of data, upload to databases, analysis), as well as natural resources community education and outreach activities.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. **Administrative support:** Assist the Natural Resources Department with the processing of contracts, invoicing, and grant contracts.
2. **Habitat Assessment Projects:** Assist with the collection of data related to watershed scale, reach-scale and project-scale habitat assessment projects. Specific duties typically include assisting with field measurements and in compiling data from aerial photographs and maps. Additional duties may involve condensation of field data and assisting with the initial reporting process.
3. **Watershed Restoration/Enhancement Projects:** Work with Natural Resources Department staff to assist in the field layout of the project, site monitoring, log inventories, conduct fish exclusion, and conduct water quality monitoring.
4. **Water quality monitoring:** Assist the Natural Resources Department with water quality monitoring programs in the Nooksack watershed and on the Lummi Indian Reservation. Duties include: 1) Calibration of equipment, 2) Field data collection, and 3) Data management and quality assurance/quality control.
5. **Education and Outreach:** Assist with implementation of community education and outreach programs.
6. **Other Duties as Assigned:** Perform other duties as assigned by the immediate supervisor within the general scope of work described.

MINIMUM QUALIFICATIONS:

- High School graduate or GED
- Preferred AA/AS Degree in biology, ecology, or geology or related technical field.
- At least 6 months experience in habitat assessment, watershed restoration, fisheries science, forestry, or other related experience may substitute for educational qualifications.
- Must possess and maintain a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrated aptitude with a variety of computer software, including database, spreadsheet, and word processing.
- Communication and customer service skills.
- Ability to establish and maintain effective working relationships and work as part of a team.
- Ability to work independently and autonomously on assigned tasks.
- Ability to accurately and completely observe and record field data and to enter data.
- Able to identify aquatic species.
- Experience with fish exclusion/seining is highly desirable.
- Possess physical capabilities required to work effectively and safely under rigorous and field conditions.
- Effective time management and ability to work beyond normal work hours when required to meet task objectives in a timely fashion.

REQUIREMENTS:

- Must be physically able to work outdoors in inclement weather under strenuous conditions, readily able to traverse over difficult terrain for miles, walk in and over streams with difficult footing, and able to lift and carry up to 50 pounds.
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Position is grant funded that will end on **December 31, 2019**.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360)312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: (360)380-6991.