



Hopland Band of Pomo Indians Job Description

Position:	Water Resources Coordinator (Full-Time, Grant Funded)
Under the Direction of:	EPA Director
Rate of Pay:	Wage Range \$17 to \$20 per hour

POSITION SUMMARY: Under the supervision of the EPA Director, the Water Resources Coordinator will be responsible for the implementation of the Tribe's Water Resource program, including, but not limited to, water sampling, field investigations, quality assurance, development of technical report, development and maintenance of data bases (including GIS databases), outreach activities and assisting with the EPA Director on coordination with local and federal agencies.

ESSENTIAL FUNCTIONS:

1. Conducts water quality sampling as needed for EPA Department
2. Conducts groundwater, surface water, and stream flow assessments to evaluate potential risks of contamination.
3. Enters data on water quality into STORET/WQX database on a continuous basis.
4. Continually reviews and assesses all existing water quality data including chemical, biological and hydrological data; prepares technical reports on data needed.
5. Prepares and maintains an annotated bibliography of all reports and publications related to water resources of the Hopland Reservation.
6. Prepares and/or updates, as needed, a Quality Assurance Program Plan (QAPP) for ground and surface water assessment and submits to U.S. Environmental Protection Agency (EPA) for review and approval.
7. Collaborates with GIS staff in developing and maintaining GPS/GIS database on water resources and water distribution system.
8. Collaborates with GIS staff in developing and creating maps of reservation water resources and watershed for presentations, reports and meetings.
9. Coordinates stream clean-up, restoration and remediation projects for the streams on the Hopland Reservation.
10. Develops educational and outreach materials about water resources; conducts outreach and educational activities within the Tribal community.
11. Attends environmental workshops and training sessions, as needed.
12. Assist with EPA Department activities as needed;
13. Other duties as assigned.

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.

REQUIREMENTS/QUALIFICATIONS

Education and/or Experience - Associate's degree (A. A.) or equivalent from two-year College or technical school in water quality, environmental science, natural resources or a closely related field and a minimum of two (2) to three (3) years in an environmental or natural resources work environment, or an equivalent combination of education and experience. High school diploma or equivalent required.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.



Hoplend Band of Pomo Indians Job Description

- Must be versatile and able to manage numerous projects at one time.
- Knowledge and understanding of general biological and ecological principles and their application in field procedures;
- Experience with various computer programs in order to compile data including competence with Microsoft Word and Excel;
- Experience with water monitoring field equipment and GPS equipment
- Possess good writing ability; write reports and related correspondence in a clear and concise manner.
- Good communication and interpersonal skills; ability to develop rapport with varying audiences and the general public and to maintain an effective working relationship with co-workers;
- Must have a current California Driver's License;

Language Skills - Excellent communication skills both written and oral. Interpersonal skills to deal effectively with business contacts and employees at all levels of the Tribe. Ability to read, write, edit, analyze, interpret, and comprehend all aspects of information pertinent to the HR department, technical procedures, state regulations, business periodicals, instructions, business correspondence, and procedure manuals. High degree of organization and administrative process skills including great attention to detail. Ability to communicate information and respond to questions from groups of managers, staff, visitors and general public. Ability to resolve problems/conflicts in a diplomatic and tactful manner.

Mathematical Skills - Ability to accurately calculate mathematical functions applicable to business needs.

Reasoning Ability - Ability to interpret and follow through on a variety of instructions furnished in written, oral, diagram, or schedule form. Evidence of learning quickly and ability to build on existing business foundations.

Other Qualifications – Proficient in Microsoft Office Products: Word, Excel, Power Point, Publisher and Outlook. Flexible to work special overtime as business needs dictate.

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

While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast paced work environment and effectively deal with management employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually quiet.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and, in some instances, an extensive background security check.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.