

## **JOB ANNOUNCEMENT**

POSITION: **Water Quality Coordinator**  
DIVISION: **Tribal Programs**  
PROGRAM: **Tribal Environmental Protection Program (TEPP)**  
SUPERVISOR: **Environmental Director**  
SALARY: **\$19.32 – \$22.38 an hour (Grade 17 – 20, Step 01)**  
CLASSIFICATION: **Non-Exempt**  
LOCATION: **Shoshone-Paiute Tribes of the Duck Valley Indian Reservation  
Owyhee, Nevada**

**OPENS: March 28, 2023**

**CLOSES: Until Filled**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application). Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT  
BACKGROUND CHECKS ON ALL NEW EMPLOYEES.** In accordance with Shoshone-  
Paiute Tribes' Resolution No. 95-SPR-135

### **SPECIAL CONSIDERATIONS:**

This position is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis. This person comes into close contact with children and seniors in the course of delivering services to the community. This person works in hazardous environments (machinery, electricity, chemicals). The individual is responsible for the oversight and financial management of government contracts.

## **POSITION STATEMENT:**

Under the direct supervision of the Environmental Protection Program Director, the incumbent will train and assist in the development and implementation of the Water Pollution Control Program and other environmental programs as specified under program work plans and as directed by the Environmental Protection Program Director. This is a field position and the person selected for the position can be expected to spend up to 50% time working in the field. This position is grant funded and hours may vary due to funding availability.

## **SPECIFIC DUTIES:**

This position will require the following tasks and activities:

1. Assisting in the planning, development and implementation of a surface and ground water monitoring program which will include, but not be limited to: sampling, collection and analyses of surface and groundwater. Grant writing, reporting, budgets, and management.
2. Will administer Tribes Water Grants to include the preparation and submission of quarterly reports and/or periodic evaluations to EPA for review, and to negotiate the cooperative Agreements, every year with the U.S. EPA and TEPP Director.
3. Learning and understanding the various methods of water quality sampling and analysis including the use of field measurement instruments, sampling protocol and data quality control and assurance.
4. Collecting and preparing water quality samples for shipment to the contract laboratory including the preparation of trip blanks, spikes and duplicates as necessary. This involves the preparation of all chain of custody documents.
5. Regularly and routinely maintain field measurement instruments including instrument calibration prior to data collection events.
6. Enter all data collected from monitoring and from special studies into a water quality database, including the use of QUAAP, a database maintained by the U.S. Environmental Protection Agency. Generate reports from the database that reflect the character of water quality on the Duck Valley Indian Reservation.
7. As needed, research federal and state sources for water quality data pertaining to the water quality of the reservation. Appropriate sources could include BIA, BLM, USGS, USFS, BPA, and various departments of the Nevada State Government.
8. Will design and produce visual materials for presentation and printed materials (environmental brochures) for the reservation public on water quality. As well as other public information materials.

9. If and when requested, assist Tribal Programs by participating in their field activities including data collection, stream restoration and projects for stream restoration or improvement, and formulating best management practices for nonpoint source pollution prevention.
10. Performs other related duties as assigned by the Tribal Environmental Protection Program.

**MINIMUM QUALIFICATIONS:**

1. An associate degree or two (2) years of college in a science or technical discipline (such as biology, etc.) is preferred, or three (3) years in the environmental field.
2. Must have good math and science skills and be able to use a computer for data entry, report development and report generation.
3. Must be able to interact and effectively communicate with Tribal members and with various Tribal, Federal and State Agencies. Must exhibit quality writing and editing skills.
4. Should be in good physical condition and be able to perform rigorous field work from time to time.
5. Must have a valid Idaho or Nevada State Driver's license and be insurable with the Tribes insurance carrier.