



# SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way  
La Conner, Washington, 98257-0817  
Phone (360) 466.3163 | Fax (360) 466.5309

## JOB ANNOUNCEMENT

### ENVIRONMENTAL TECHNICIAN

**SALARY: \$14.00-15.00+/hour DOQ.**

**CLOSES: FEB 13, 2015**

#### **GENERAL FUNCTION**

The Environmental Technician is responsible for providing field and technical support for the Department of Environmental Protection, including field data and sample collection, equipment maintenance, purchasing, scheduling and database management. Other responsibilities may include assistance with field work for environmental compliance and various water and air quality field tasks. This is a full-time, grant funded, permanent position based in the Swinomish Department of Environmental Protection and is supervised by the Environmental Director, and collaborates with the Environmental Compliance Manager, Water Resources Analyst, Water Resources Technician, and Planning Office Administrative Assistant.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists Water Resources Technicians in collection of field data including:
  - Water quality data for fresh, marine, and wetland waters; groundwater data from streams and wells; performs calibration and audits of water quality equipment;
  - Prepares and organizes data to facilitate data entry and QAQC;
- Assists with other field and data collection activities as needed for the Water Resources Program, Air Quality Program and Environmental Compliance Program;
- Coordinates purchasing, invoicing, and outreach, and various administrative tasks for Environmental Department.

#### **OTHER DUTIES**

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

#### **SKILLS**

- Physical ability to work in the field including wading in streams, wetlands, and at beaches; and work from a boat during inclement weather as well as work in an office setting;
- Ability to follow detailed data collection and data quality assurance/quality control procedures
- Experience performing multi-faceted office support, including scheduling, detailed record keeping, filing and organization
- Proficient with software programs including Microsoft Word, Excel, Outlook, and Access
- Excellent verbal and written communication and interpersonal skills
- Ability to work independently and efficiently

### **MINIMUM REQUIREMENTS**

- Minimum education requirements: Associates degree (Bachelor's preferred) with courses in or practical exposure to environmental, physical, or natural science, administration or other discipline appropriate to the position.

### **SPECIAL REQUIREMENT**

- Valid Washington State Driver's License.

### **EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

### **APPLICATION INSTRUCTIONS**

- Request an Swinomish Tribal Community application by calling **(360) 466-1216** or e-mail [ailedwards@swinomish.nsn.us](mailto:ailedwards@swinomish.nsn.us)
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Include the completed Swinomish Tribal Community application form; **do not write, "See resume" on the application; professional and/or scholastic references only.**
- Return cover letter, resume, and application to Alethia Edwards, Human Resources Director as soon as possible.

**Swinomish Tribal Community  
Personnel Office  
11404 Moorage Way  
La Conner, WA. 98257**

Consistent with practices of federally recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent of the successful completion of a drug and alcohol screening (per job description) and criminal background investigation.