



Eastern Band of Cherokee Indians

ENVIRONMENTAL AQUATIC SPECIALIST

Position Description

Program:	Office of Environmental & Natural Resources	Reports to:	Supervisor - Water Quality Program
Division:	Operations	Position Number:	932537503
Classification:	Non - Exempt	Revision Date:	12/19/2023
Pay Level:	12	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Under general supervision, Environmental Aquatic Specialist will be responsible for monitoring, data collection, equipment calibration and basic maintenance of stream aquatic stations located within watershed and sub-watersheds within Eastern Band of Cherokee Indians in-trust lands. Will work with other departmental staff to implement long term stream monitoring goals and develop watershed water quality base parameters.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Adhere to the EBCI Stream Survey QAPP.
- Adhere to the EBCI Stream Survey standard operating procedures for stream gauge station operations.
- Ensure correct calibration of stream gauge station equipment.
- Ensure data collection and upload to Tribal Environmental Exchange Network (TREN) system.
- Provide technical expertise and assistance with the development and revisions of current water quality Tribal Ordinances.
- Complete monthly, quarterly, bi-annual and annual data reports to watershed coordinator and U.S Environmental Protection Agency.
- Responsible for purchase of need equipment and supplies for day-to-day operations.
- Will assist the EBCI Fisheries and Wildlife program in developing and implementing aquatic biodiversity monitoring protocols, including Index of Biotic Integrity methods, to meet EBCI watershed and water quality monitoring objectives.
- Will assist the Air Quality Program to aid with correlation curves linking air quality issues with water quality issues.
- Will collect data and develop future water quality guidelines that incorporate global climate change on Tribal Lands.
- Attend meetings and various trainings as required.

Scope of Supervision:

Environmental Aquatic Specialist will directly supervise intern students. Environmental Aquatic Specialist will report directly to the Water Quality Section Supervisor.

ENVIRONMENTAL AQUATIC SPECIALST

Position Description

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** One (1) year of related experience required. Experience working with water quality monitoring, specifically stream gauge stations, and detailed data analysis.
- Education:** Bachelor's Degree in related field required.
- Licenses & Certifications:** Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Requires the ability to accurately comprehend stream gauge station operation and effects on stream systems.
- Employee must interact professionally with co-workers and identify solutions to meet Tribal requirements and project objectives.
- Must have good problem-solving skills, as well as strong written and verbal communication skills.
- The ability to work in team setting.

Safety/Accuracy Focus:

Errors in calculations or data collection could cause misrepresentation of water quality status and environmental conditions within the Tribal Communities. A high degree of accuracy is required. Inaccurate reports could result in sanction, public distrust and could result in far reaching impacts.

Key Relationships:

Interact with internal and external customers/clients in a polite and professional manner. Have daily contact with Office of Environment & Natural Resources staff as well as other office staff and individuals from other Tribal programs and divisions. Frequent contacts are made with BIA, US Forest Service, USDA, EPA; local land based funded universities and Cherokee schools. Works with outside environmental professionals on the State, regional and national levels. The purpose of contacts is to exchange or provide information and must be carried out with tact, courtesy and professional decorum.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. A high degree of discretion must be used when considering data/information shared to others. Data produced by the Office of Environment & Natural Resources has the potential to be misinterpreted and should be kept confidential until the appropriate time for release. Must adhere to all Tribal policies & procedures including those pertaining to confidential information.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. This position requires a high level of knowledge and skills with aquatic monitoring practices. Technical and administrative skills are required due to program work requirements to operate the program on a day-to-day continuum. Formal reports are required by Water Quality Program Supervisor for data parameters. People and communication skills are necessary and is expected to be a positive team player in the Office of Environment and Natural Resources and be professional and courteous when working in the community and interacting with consultants hired by the Tribe.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

ENVIRONMENTAL AQUATIC SPECIALST

Position Description

WORK ENVIRONMENT

- Work Environment:** Approximately 15% of time will be spent in an office setting with the remaining 85% spent in the field. Will be exposed to inclement weather conditions, aquatic situations, and varying terrain.
- Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Position must be flexible and team oriented. Must be detailed focused and possess exceptional skills relating to the statistical analysis of data, data management, public speaking and scientific technical writing. Physical requirements of the job include time of moderate to strenuous activity (i.e., installation of restoration planting and stabilization materials); and early morning and late-evening work hours. Must be able to acquire needed health vaccinations for field work (i.e., rabies, HEP A & HEP B). Must be able to operate and maintain power boats, four-wheel drive vehicles, ATV/RTV, excavating equipment and various laboratory and field equipment.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.
- Background
Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."
- Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

ENVIRONMENTAL AQUATIC SPECIALST

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **Environmental Aquatic Specialist** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date