

Leech Lake Band of Ojibwe

Position Description: Water Resources Technician I

Division: DRM

Reports to: Water Resources Manager

Worksite: Water Resources Program, Environmental Department, Division of Resource Management

Work Hours: Monday-Friday, 8:00am – 4:30pm plus some evenings as needed

LLBO Status: Nonexempt

Safety Sensitive: Yes

License/Certification Requirements: Valid MN Driver's License, current insurance or be insurable.

Summary: Perform surface water quality monitoring, data collection, logging and reporting, using equipment and software specific to task. Data processing, analysis and report writing on data collected.

Education Requirements and Experience:

A minimum of BS in Aquatics or Wetland or related Environmental Science emphasis or similar degree, or currently in final semester to obtain the aforementioned level of education required.

Additional Qualifications and Skills:

Able to trailer and operate various watercraft.

Good oral and written communication skills and customer service skills.

Pre-employment drug testing is mandatory for all Leech Lake Band of Ojibwe positions.

Supervisory Duties:

Supervise, train and provide general guidance to Water Resources Technician II, Summer Youth Experience interns, STEMs and other college interns.

Duties/Responsibilities:

Supervise and participate in the management of Water Resources Program grants

Supervise and participate in the writing, reviewing and editing of reports, letters, memoranda, and other documents prepared by the Department

Implementing Treatment as a State (TAS) for Water Quality and exerting Tribal sovereignty

Prepare, implement and maintain all appropriate Quality Assurance/Quality Control Plans

Participate in the preparation of reports on collected data.

Supervise and participate in the development of water quality studies and monitoring programs, including analyses of water samples by other agency laboratories.

Responsible for interdepartmental liaisons as well as liaisons with federal, state, and local departments and agencies and providing technical and scientific interpretations and advice.

Responsible for fiscal duties such as budget preparation and purchase requests.

Contribute to the formulation of division and department policies.

Collect data using various types of water quality monitoring equipment at swimming beaches, rivers, and streams, lakes and bridges; often in remote locations.

Locate and map Individual Septic Treatment Systems (ISTS)

Attend and or conduct all mandatory meetings and trainings as required.

Maintain confidentiality and professional ethics at all times.

Travel in and out of the state on a possibly regular basis.

Understanding and sensitivity to Native American culture.

Adhere to policies governing staff conduct.

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Physical Requirements:

Subject to both outside and office working conditions.

Non-smoking environment.

Office work will include:

Sedentary work with some standing, reaching, kneeling and bending involved with the filing process.

Outside work will include:

Ability to drive for prolonged periods is required.

Ability to operate and trailer a variety of motorboats

Ability to operate rowboats and paddle canoes

Ability to safely operate vehicles and watercraft in various weather conditions is required.

Ability to lift up to 45lbs. utilizing proper lifting techniques, often carrying equipment between sampling sites.

I understand the job description for the Water Resources Technician I position. I am capable and agree to perform the job duties and responsibilities assigned to me. I understand working conditions may change from time to time with or without notice. This document is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. I further understand that this job description is not a contract and does not guarantee employment for any specific period or amount of time. This job description will be revised periodically or as needed. Job Description Revised: 11/5/2021

Employee – print

sign

date

Human Resources Representative – print

sign

date