



## Nooksack Indian Tribe Position Announcement

OPENS: 4/2/2014

Closes: 5/2/2014

Job Title: Watershed Restoration Coordinator  
Department: Natural Resources Department  
Reports To: Habitat Program Manager  
Job Status: Exempt  
Type: Full-time  
Grade: I

**JOB SUMMARY:** This position is responsible for development and implementation of habitat restoration projects identified in the *WRIA 1 Salmonid Recovery Plan* and associated planning documents. Initial emphasis for projects will be on recovery of native Chinook populations. The job includes working with multiple landowners, jurisdictions, resource and funding agencies, and partners in watershed recovery. This position will work in partnership with the Department's other Watershed Restoration Coordinator and Restoration Grants Coordinator to ensure restoration projects are implemented on time, within budget, and compliant with project design and permit specifications.

### **MAJOR TASKS AND RESPONSIBILITIES:**

1. In consultation with other Department staff, develop habitat restoration projects that meet local salmon recovery priorities identified in the *WRIA 1 Salmonid Recovery Plan*, reach-specific restoration plans, and associated guidance documents.
2. Work with landowners and relevant stakeholders to identify suitable project locations and designs.
3. Support Grants Coordinator as needed in development of grant proposals to secure funding from various sources, including but not limited to Salmon Recovery Funding Board, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, Environmental Protection Agency, and Washington Department of Ecology.
4. In coordination with Habitat Program Manager and Restoration Geomorphologist, provide technical review and input on project designs, and develop feasibility reports, design reports, and other technical work products.
5. Secure all necessary permits such as hydraulic project approvals (HPAs), forest practice applications (FPAs), County Shorelines permits, SEPA, Army Corps of Engineers (ACOE) dredge/fill permits, and NMFS and USFWS concurrence with effects determinations through adherence to conditions in the ACOE Restoration Programmatic Biologic Assessment (BA), or by writing BAs and Aquatic Lands Right of Entry (DNR).
6. Manage contracts with subcontractors for materials acquisition and log jam construction, including soliciting bids, selecting subcontractors, scheduling work, and overseeing implementation to contract specifications.
7. Manage inventory of logs and other construction materials.
8. Plan, schedule, and oversee all aspects of project site preparation, materials acquisition and staging, erosion and sediment control, revegetation, and site cleanup.
9. Oversee project construction to ensure compliance with permits and engineering designs, including completion of individual log jam checklists.
10. Conduct project implementation monitoring, develop as-built project reports, and otherwise report on project implementation to permit and funding agencies and watershed restoration partners. Provide

field support to Habitat Program Manager and Restoration Geomorphologist to conduct project effectiveness monitoring.

11. Support habitat program staff in planning and implementation of riparian restoration efforts.
12. As needed, work closely with Department staff to inform, develop, implement, and/or evaluate Department programs and activities.
13. Represent the Tribe at technical meetings as necessary.
14. Perform other related duties as assigned.

**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.

**PREFERENCE:**

- Indian Preference Policy applies to this and all positions with the Nooksack Indian Tribe.

**MINIMUM QUALIFICATIONS**

The following qualifications are **required** for the incumbent to have, in order to be considered for the position.

**REQUIRED EDUCATION, EXPERIENCE AND TRAINING FOR POSITION:**

- Bachelor's degree in freshwater, riparian, restoration, or silvicultural ecology, or fisheries biology, geomorphology, or related field.
- Five years of habitat restoration or related experience is required. A Master's Degree in the fields listed above may substitute for 2 years of experience.

**REQUIRED SKILLS/KNOWLEDGE/ABILITIES POSITION:**

- Possessing excellent oral and written communication skills is essential; specifically, experience with writing of grant proposals, scientific reports, and other technical material is required.
- Prior experience managing restoration projects, especially placement of historic-scale log jam and other complex instream projects. Experience with bid solicitation, contract negotiation, and oversight of construction contracts management and logistics and heavy equipment operation is highly desirable.
- Understanding of environmental regulations and prior experience securing environmental permits, including hydraulic project approvals (HPAs), forest practice applications (FPAs), County Shorelines permits, SEPA, Army Corps of Engineers (ACOE) dredge/fill permits, NMFS and USFWS concurrence with effects determinations, and DNR Aquatic Lands Right of Entry.
- Strong attention to detail, high work productivity, and ability to complete necessary tasks on tight timelines.
- Strong understanding of salmonid life histories and habitat requirements. Strong understanding of watershed processes, especially as they relate to formation and maintenance of riverine habitats.
- Demonstrated ability to work well with others, including Department staff, regulatory and funding agencies, landowners, and other stakeholders. Strong ability to work both independently and as part of a multidisciplinary team.
- Familiarity with word processing, spreadsheet, database, and GIS applications. Demonstrated proficiency with ESRI ArcGIS software suite is required.

**REQUIRED CONDITIONS OF EMPLOYMENT:**

- Must pass alcohol/drug test at time of hire and throughout employment.
- Must pass criminal background check at time of hire and periodically thereafter.

**REQUIRED LICENSES OR CERTIFICATIONS:**

- Must have and maintain throughout employment a valid Washington State Driver's License and meet the insurability requirements of the Tribe. (Must Provide Driving Abstract at time of hire).

**PHYSICAL REQUIREMENTS** *(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.):*

- Ability to read, write, and sit at a computer terminal and use hands for keyboarding for extended periods of time on a daily basis.
- Ability to work in the field in rivers/streams, on uneven ground, and during inclement weather.
- Ability to lift up to 40 pounds of force in order to lift, carry, pull, or remove objects.

**DESIRED SKILLS/KNOWLEDGE/ABILITIES POSITION**

The following qualifications are preferred/helpful for the incumbent who has these skills/knowledge or abilities for this position.

- Ability to collect and interpret scientific data and understand and apply technical guidance documents.
- Prior experience with assessment and monitoring of instream, floodplain, and riparian habitat. Prior experience with GPS mapping and topographic surveying.
- Prior experience working with Native American Tribes.

**To Apply:** Obtain an NIT employment application by going to the career site at: [www.nooksacktribe.org](http://www.nooksacktribe.org). Print application, complete and forward with resume to Nooksack Indian Tribe, P. O. Box 157, Deming, WA 98244 or fax to 360-592-2125. Application materials must be received in Human Resources by 5:00 pm on the closing date to be considered.

If you are claiming Indian Preference, you must submit proof of enrollment in a federally recognized Tribe (Tribal ID) with your application.