



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Water Resource Specialist**
SUPERVISOR: Environmental Director
LOCATION: LDF Tribal Natural Resource Department
POST DATE: **October 22, 2024**
CLOSING DATE: **November 5, 2024**

General Description: The primary responsibility of this position is to protect and restore water resources for the benefit of the Lac du Flambeau Tribe by providing water resources management, monitoring, planning, policy, regulation, and science services to the Tribe. The Water Resource Specialist will be responsible for managing water resource related projects, review and comment on Clean Water Act permit applications, and evaluate data and prepare reports.

Qualifications: Bachelor's degree in Hydrology, Water Resources, Geology, Biology, Botany, Environmental Science, or other related discipline required. One-year professional work experience in Water Resource or related field required.

Salary: \$24.00-\$29.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Water Resource Specialist

B. DEPARTMENT: Lac du Flambeau Tribal Natural Resource Department

C. SUPERVISOR'S TITLE: Environmental Director

D. DESCRIPTION OF DUTIES: The primary responsibility of the Water Resource Specialist is to protect and restore water resources for the benefit of the Lac du Flambeau Tribe, by providing water resources management, monitoring, planning, policy, regulation, and science services to the Tribe. The Water Resource Specialist will be responsible for managing water resource related projects and data, conduct Land Use permit reviews of prospective shoreline alteration projects, review and comment on Clean Water Act permit applications, and evaluate data and prepare reports. The Water Resource Specialist specific responsibilities are listed below:

1. Manage Water Resource science, data collection and evaluation, regulatory, and restoration projects.
2. Water Quality Monitoring and Assessment work and reporting consistent with EPA Clean Water Act Section 106 and 319 cooperative agreements.
3. Manage data following Quality Assurance Protection Plans (QAPP) and update and revise Quality Assurance Plans for new projects.
4. Aquatic database management utilizing database software and programs.
5. Write interpretive reports of water resource data and prepare information in the form of maps, charts, or graphs, for the inclusion in reports.
6. Administer the Clean Water Act Section 401, Water Quality Certification process for the reservation.
7. Work with other Tribal Programs and conduct reviews of Tribal Land Use Permits "LUA" of prospective development and shoreline alteration projects.
8. Conduct the storm water program on the reservation, including inspection of all construction projects one acre or more in size on the reservation.
9. Review and comment on Clean Water Act 404, US Army Corp of Engineers Dredge and Fill Permits including General Permits and Individual Permits.
10. Work with contractors and Tribal program managers to minimize water pollution impacts from development projects through implementation of Best Management Practices.
11. Participate in events and meetings that promote community outreach and education.
12. Attend necessary technical training sponsored by US EPA, BIA, US ACE, NRCS, etc.
13. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** The Water Resource Program has frequent contact with other program staff in the Natural Resource Department and other Tribal programs.
2. **External:** The Water Resource Program has frequent contact with BIA, Environmental Protection Agency (EPA), Natural Resource Conservation Service (NRCS), US Geologic Service (USGS), US Army Corps of Engineers (US ACE), WI Department of Natural Resources (WI DNR) and Fish and Wildlife Service, Tribal Members, general public, LDF Town, Vilas/ Iron/Oneida County, WI DNR, GLIFWC, UW Extension, and environmental non-profits.

F. SUPERVISORY RESPONSIBILITIES: The Water Resource Specialist will report to the Environmental Director.

G. & SUPERVISOR RECEIVED: The Water Resource Specialist will directly supervise the Water Resource Technician.

H. EDUCATION: Bachelor's degree in hydrology, water resources, geology, biology, botany, environmental science, or other related discipline.

I. EXPERIENCE: One-year professional work experience in water resource or related field.

J. SKILLS:

1. Knowledge of principles, methods, and practices in order to collect, communicate, correlate, and interpret water resource data and analysis in the field and office.
2. Experience with environmental monitoring equipment and technology.
3. Knowledge of computer applications for the compilation, analysis, representation, and evaluation of data collected.
4. Experience in grant writing, administration, and management.
5. Knowledge of theories, principles, practices, and techniques of shoreline restoration, shoreline stabilization, erosion control, hydrology, hydrogeology, water chemistry, fate and transport, and ability to interpret scientific and technical data.
6. Experience with erosion control and regulation, permitting, and sediment control Best Management Practices.
7. Knowledge and experience in Clean Water Act Section 401, Water Quality Certification and Water Quality Standards.
8. Knowledge and experience in Clean Water Act Section 402, National Pollutant Discharge Elimination System (NPDES) Phase II General Construction Permits, and Storm Water Pollution Prevention Plans (SWPPP).
9. Knowledge of National Environmental Policy Act (NEPA)
10. Experience in Database Management, data analysis and geospatial skills (ArcGIS)
11. Knowledge and experience in environmentally sensitive land planning and development.
12. Knowledge of treaty reserved rights.
13. Ability to collaborate with other Tribal Programs to accomplish projects, reviews, and initiatives.
14. Ability to work independently and establish work priorities.
15. Ability to present data, findings, reports, and new program ideas.
16. Ability to effectively communicate to governmental agencies and the general public.
17. Must maintain a valid WI Drivers License and be insurable.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Office conditions are normal desk and computer situation. Field conditions may be on boat or wading or walking in wetlands, lakes, rivers, storm drains, brushing land, and steep slopes, and will include heat, extreme cold, rain, and snow.
2. **Exposure to Hazards:** May be exposed to acids, other chemicals, and fuel; and will be over deep water.
3. **Physical Requirements:** The position requires moderate periods of standing and sitting while in the office. While in the field, considerable walking, lifting, bending, climbing, and stream wading is necessary to collect field data.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Water Resource Specialist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Manager **Date**

Previously signed

Tribal Administrator **Date**

Previously signed

Human Resource Director **Date**