



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

## Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



# Quileute Tribe Job Description

## TFW Technician I

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

Or via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

**Ensure your Application contains:**

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Driver's License
5. Tribal Enrollment Verification
6. Credentials
7. Certification(s)
8. Diploma(s): High School, College
9. Unofficial Transcript(s)
10. Writing Sample(s)

**NOTE:** *Incomplete applications will not be considered.*

Position: **TFW Technician I**  
Supervisor: TFW Biologist  
Location: La Push, WA  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E (\$15.36 - \$23.04) (hourly wage)  
Closes: **Open Until Filled**

**POSITION SUMMARY:**

The TFW Technician I will work under the supervision of the TFW Biologist, and assist in the implementation of various restoration, fisheries, and wildlife grants, as well as reviewing environmental permitting. This position will aid in data collection, management, analysis, and report writing, and will often work with other tribes, state, and federal agencies.

The technician will be expected to participate in various training opportunities to improve their skills and knowledge in all areas of their duties and responsibilities. Technician must also be willing to perform a variety of other tasks and duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Function as part of the field crew to implement on the ground restoration or research projects.
- Assist with data collection, management, analysis, and report writing.
- Assist in the review of forestry related permit applications including but not limited to FPA's, HPA's, and WTM's.
- Assist with organizing the Tribe's annual community cedar bark gathering event.
- Assist with gathering firewood and cedar bows for Tribal community events.

**WORK ENVIRONMENT:**

This position will share an office with the TFW Biologist. The position will be split at approximately 80/20 with 80% of the work being conducted in the field and 20% in the office. The applicant will be expected to work outdoors in adverse weather conditions.

**PHYSICAL DEMANDS:**

This is a physically demanding job. The applicant must be physically able to carry a 40lb backpack sprayer daily in dense and remote forested environments. This position will require the ability to cut, split, and stack firewood 2-3 times a year.

**SKILLS, KNOWLEDGE AND ABILITIES**

Must be able to learn basic GPS skillsets, Microsoft word and excel, as well as how to identify native and non-native fish, plant, and wildlife species at all life stages. Must be able to read maps and navigate in heavily forested areas, and willing to work alone or as part of the field crew. The ability to carry a 40lb backpack sprayer daily in dense and remote forested environments is required. An applicant with a Washington state pesticide applicators license is desired. This position will require the use of boats, motors, ATV's, chainsaws, and other power tools, so the applicant will be required to learn these skillsets.

## **QUALIFICATIONS:**

- High School Diploma or equivalent required.
- Relevant work experience and Washington State Pesticide Applicator License preferred.

## **SUPERVISORY RESPONSIBILITY:**

None

## **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Disclaimer:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

## **GENEROUS BENEFITS PACKAGE:**

- Employer paid medical, dental, vision package
- Employer supported 401K
- Employer paid life insurance
- Paid holidays
- Professional development assistance
- Employee Assistance Program

## **HOW TO APPLY**

Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

Or via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

**Ensure your Application contains:**

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Driver's License
5. Tribal Enrollment Verification
6. Credentials
7. Certification(s)
8. Diploma(s): High School, College
9. Unofficial Transcript(s)
10. Writing Sample(s)

***NOTE: Incomplete applications will not be considered.***