



**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

## Habitat Restoration Technician III

**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: **Habitat Restoration Technician III**  
Supervisor: Habitat Restoration Biologist  
Location: Quileute Natural Resources- La Push, WA  
Work Info: Full Time/Temporary: 40 Hrs/Week (M-F)- Position initially funded for 12-months, with potential for extension pending additional grant awards.  
Salary: DOQ/E (\$20.00-24.75) (hourly wage)  
Closes: Open until filled

**POSITION SUMMARY:**

The Habitat Restoration Technician III will work under the supervision of the Habitat Restoration Biologist, and assist in the planning, implementation, and monitoring of river and riparian restoration projects, with a focus on salmon habitat. The technician will play a vital role in the implementation of the Quillayute River “Reach 3” restoration project and will contribute to planning and preparation for future “Reach 4” restoration. Primary duties include: pre- & post-restoration field work, conducting a recreational river-user survey, and engaging in landowner and community outreach. The technician will also assist the Habitat Restoration Biologist in administrative tasks, such as meeting coordination, contractor oversight, permitting, and grant reporting.

The majority of field work will take place in and around moving water, with the use of personal watercrafts. The technician will have the opportunity to participate in various training activities to improve their skills and knowledge in all areas of their duties and responsibilities.

This position is grant-funded for an initial 12-month period of full-time employment (2,080 hours). There is opportunity to extend employment beyond 12-months, pending availability of funding and job performance.

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

- Assist Habitat Restoration Biologist in all aspects of planning and implementation of river restoration projects
- Conduct recreational-user survey of the Quillayute River via observations and public contacts
- Conduct landowner and community outreach for planned and future restoration projects, including individual communications and public forums
- Conduct pre-restoration field work, including fish salvage and monitoring of water temperature, riparian vegetation, and geomorphology
- Assist in contractor oversight during restoration activities
- Administrative tasks, including meeting coordination and note-taking
- Data entry and QA/QC
- Track personal hours and accomplishments for grant reporting
- Other duties as assigned

**WORK ENVIRONMENT:**

The position will be split at approximately 50/50 with 50% of the work being conducted in the field and 50% in the office. The applicant will be expected to work outdoors in adverse weather conditions. Most field work will be on or near moving water and will require the use of a kayak.

### **PHYSICAL DEMANDS:**

The position requires working outdoors and in inclement weather for extended periods of time. The applicant must be physically able to carry a 40-lb backpack and work in remote forest environments on uneven terrain. Additionally, the applicant must have the ability to sit and work at a computer workstation for several hours.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Knowledge of Pacific salmon life history, freshwater habitat needs, and common threats
- Knowledge of Pacific Northwest ecosystems, including impacts of climate change, invasive weeds, timber harvest practices, and fish passage barriers
- Demonstrated experience working with the general public and/or serving as a front-line representative of an organization or government agency
- Must have basic GPS and note-taking skills
- Must be able to use Microsoft software (Excel, Word, PowerPoint)
- Good written and verbal communication skills
- Must be comfortable working on and near moving water via personal watercraft
- Must be able to maintain confidentiality of information received orally or through written documents
- Must be able to work as a team member with other staff, but also able to work independently with little supervision

### **QUALIFICATIONS:**

**Required:** Bachelor of Science in an Environmental Science discipline with two years of relevant work experience involving native Pacific salmon stocks, freshwater habitat, and/or riparian forests.

### **SUPERVISORY RESPONSIBILITY:**

No

### **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

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