



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Quileute Natural Resources Fish Passage Biologist I

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

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

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

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: Fish Passage Biologist I
Supervisor: Habitat Program Manager (Quileute Natural Resources)
Location: La Push, Washington
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E (\$55,000 - \$62,400)

POSITION SUMMARY:

The Fish Passage Biologist will work within the Habitat Program of the Quileute Natural Resources Department. This position will be responsible for overseeing fish passage barriers and associated barrier removal/correction projects as well as new installations of fish passable structures within the Quileute Tribe's Usual & Accustomed Area (U&A). The Fish Passage Biologist will provide leadership for fish passage concerns, primarily focused on culverts and other human-caused barriers. This will include planning, implementation, and monitoring of fish passage projects. Work will also include developing and maintaining a fish passage barrier inventory and barrier correction prioritization list. Field work will include conducting habitat surveys and barrier assessments following the Washington Department of Fish and Wildlife (WDFW) Fish Passage & Diversion Screening Assessment & Prioritization Manual. The Fish Passage Biologist will review and evaluate detailed engineering designs, project scopes, biological assessments, and permits for fish passage projects. This position will help track, review, and apply for any necessary fish passage environmental permits (NEPA, SEPA, and HPAs). Many external entities will be coordinating with the Biologist, including state, local governments, other Tribes, and non-governmental agencies. Building partnerships and maintaining relationships with other entities will be necessary. This position will include working with other entities on fish passage project development and restoration activities that benefit the native aquatic communities within the Quileute U&A river basins, including the Quillayute, Dickey, Sol Duc, Bogachiel, Calawah, Goodman Creek, Cedar Creek, and Lake Ozette watershed. The Fish Passage Biologist will operate directly under the Habitat Program Manager to provide effective and efficient project leadership and administration to complete these habitat program functions. This position requires previous experience and knowledge of salmonid fish passage and knowledge of Pacific Northwest ecology.

PROJECT DUTIES:

- Participate in the identification, field verification, and engineering design review of fish passage barrier correction projects within the Quileute U&A.
- Work with other QNR staff, external partners, and regulatory agencies to identify and pursue opportunities to address fish passage barriers.
- Oversee engineering and construction contracts for Quileute-led fish barrier correction projects.
- Conduct fish passage barrier inventories and habitat assessments for prioritization of barrier correction.
- Determine passability of human-made in-stream structures (culverts, fishways, and water diversions), following the WDFW Fish Passage & Diversion Screening Assessment & Prioritization Manual.
- Independently plan, organize, and conduct physical habitat evaluations of freshwater streams to support decision-making about project prioritization.
- Utilize ArcGIS Pro for habitat calculations and Level B Hydraulic Analysis, including stream gradient, stream length, elevations, precipitation, and drainage basin area.
- Assess fish utilization potential upstream and downstream of identified fish passage barriers.
- Review inventory, barrier assessment, and biological data to ensure accuracy and completeness in the fish passage database.
- Develop and maintain cooperative relationships with agency personnel, landowners, and stakeholders to coordinate restoration activities.
- Participate in internal and interagency workgroups, as needed (i.e., WSDOT implementation meetings, North Pacific Coast Lead Entity, Quillayute River Restoration Working Group, etc).
- Prepare progress reports and project results to Habitat Program Manager for all reporting needs.
- Participate in grant writing efforts to advance fish passage projects.

- Develop and manage budgets.
- Participate in training opportunities to maintain current understanding of fish passage topics.
- Process physical and biological stream data, using established data conversion and statistical procedures.
- Locate, identify, and assess natural barriers to fish passage such as waterfalls, high gradient stream sections, and subsurface flow.
- Oversee and support activities associated with monitoring looking at the long-term effectiveness of barrier corrections.
- Use ArcGIS Pro for creating maps of fish passage features and habitat assessment sites.
- Collect data utilizing electronic mobile data collection forms (i.e., field map).
- Enter, download, organize, and maintain electronic data - includes data QA/QC.

Please note: There are other duties as assigned with the nature of the position and the small department it functions within.

SKILLS, KNOWLEDGE, AND ABILITIES

Skills in:

- Facilitation and negotiation to promote Tribal restoration efforts among other agency personnel, private landowners, and various stakeholders.

Knowledge of:

- Aquatic ecosystems and associated biota along with an understanding of physical stream and hydrologic processes and functions is required.
- Fish and wildlife biology with an emphasis on anadromous salmonids of the Washington Coast.
- Fish passage criteria for salmon and steelhead.
- Watershed processes and basic hydrology at a watershed scale.
- Anadromous salmonid life history and ecology.
- Washington Fish Passage policy and permitting processes.
- Treaty Rights and roles/responsibilities as co-managers.

Experience with:

- Computer usage and specific programs including Microsoft Word (word processing), Excel (spreadsheets), PowerPoint (presentation), and Explorer (web navigation). Must be able to efficiently operate each of these software applications.
- Mapping software (such as ArcGIS Pro) related to GPS applications, with the ability to discern property boundaries and ownership.
- Project and/or grant management.
- Ability to collect on-site data following a strict protocol that will be used to prioritize projects for restoration.

WORK ENVIRONMENT:

- Create and maintain a professional and supportive work environment that encourages open constructive criticism of ideas and focus on the prime goal of fulfilling the QNR Mission.
- Communications.
 - Keep others informed of work issues and programs by maintaining frequent communications.
 - Work at the most direct and immediate level to resolve issues of conflicting personalities and needs.
- Develop and maintain proactive working relationships with funding agency contract

officer technical representatives.

- Telework is a possibility for this position but would require approval by the Quileute Natural Resources Director, and QTC.

PHYSICAL DEMANDS:

- Ability to carry/lift 40 pounds when necessary.
- Ability to walk (several miles a day) in uneven, hilly terrain.
- Ability to work outdoors in inclement weather in and around water for extended periods.
- Ability to work in uneven and slippery terrain.
- Ability to ride and maintain ATV's and trail bikes.
- Ability to operate small hand tools.
- Ability to sit and work at computer workstation for several hours.
- Ability to work modified work hours and weekends as needed.
- Ability to travel occasionally and stay overnight as needed.

SUPERVISORY RESPONSIBILITY: None

QUALIFICATIONS:

Required Qualifications:

**Closely related qualifying experience may be substituted for the required education on a year-by-year basis.*

- Bachelor of Science Degree from an accredited college or university in Fisheries, Fisheries and Wildlife Science, Natural Resource Management, Forestry, Environmental Engineering, Environmental Policy, or a closely related field such as ecology, biology, hydrology, watershed management, geology, landscape architecture, regional planning, or environmental science.
- Minimum of two (2) years of experience relevant to the position
- Valid driver's license.

Minimum/Preferred Qualifications:

- Examples of relevant experience may include identifying fish habitat barriers and limiting factors, assessing habitat conditions, identifying and prioritizing fish restoration projects, habitat enhancements, actively participating in watershed management decisions, developing funding proposals, and developing workplans and budgets.
- A Master of Science degree from an accredited university or college, in Fisheries or environmental planning or a closely related field can be substituted for two years of experience.

GENERAL INFORMATION:

The Fish Passage Biologist I will operate directly under the Habitat Program Manager to provide effective and efficient project leadership and administration to complete these habitat program functions.

The statements contained herein reflect the general details as necessary to describe the principal 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.

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.

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