



QUARTZ VALLEY INDIAN RESERVATION Job Description

Job Title:	Environmental Assistant	Location:	Quartz Valley, CA
Department:	Environmental Protection	Reports to:	Environmental Director
Compensation	\$16.00-18.00/hour DOE	Applications Due	Open until filled
Schedule	40 hours per week	For Application Call	Charlene Henry 530-468-5907 x302

Purpose:

The Quartz Valley Indian Reservation (QVIR) Job Description is a management tool to help organize duties and provide employees with the employer's expectations regarding the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

Position Summary:

Under the general guidance and supervision of the Environmental Director, the Environmental Assistant helps organize and conduct environmental assessments and monitoring for the Quartz Valley Indian Reservation for two or more categorical programs. Conducts fieldwork, performs research and laboratory work related to environmental conditions in the greater Scott Valley. May be assigned specific program tasks such as water quality sampling/monitoring, salmon surveys, bird surveys, fisher monitoring, white bark pine studies, solid waste reduction/recycling, noxious weed inventory/removal, data entry, laboratory analysis, and equipment calibration. May assist with other projects of the environmental program including: stream restoration, environmental education/outreach, and fish and wildlife.

DUTIES AND RESPONSIBILITIES:

- Performs technical field and laboratory work in support of the Quartz Valley Indian Reservation's Department of Environmental Protection in two or more categorical program areas, in cooperation with other departmental and Tribal staff.
- Implement water quality monitoring program in accordance with the Tribal Quality Assurance Program Plan.
- Maintain condition and inventory of QVIR field and laboratory equipment, and departmental vehicles. Orders supplies and maintenance as required.

**Quartz Valley Indian Reservation 13601 Quartz Valley Road Fort Jones, CA 96032
Ph: 530-468-5907 Fax: 530-468-5908**

- Outreach: Work closely with the Environmental Director, department personnel, Tribal personnel, and outside agencies to coordinate and implement environmental program activities.
- Field Work: Conduct field surveys including surface and ground water quality monitoring, spawning surveys, endangered species monitoring, invasive species monitoring, fish & wildlife inventories, other assessments, and related equipment/supply maintenance.
- Laboratory Work: Perform a variety of tasks related to the QVIR Microbiology Laboratory including: log and perform laboratory analysis of water samples. Perform Quality Assurance tests monthly to ensure accuracy. Maintain laboratory equipment, supplies and databases.
- Attend technical trainings and meetings as needed.
- May be assigned other duties as required to meet the needs of the program and organization.

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

DESIRABLE QUALIFICATIONS:

Familiar with the Quartz Valley Indian Reservation and Scott Valley. Proficient in reading and understanding verbal and written instructions. Experience with data forms and data entry into a computer. Ability to communicate and cooperate with co-workers. Ability to work alone as well as be part of a team. Documented technical skills. Reporting skills. Education in Environmental Science or a related field. Experience with natural resource projects (ex: data collection, water quality monitoring, stream restoration, forestry, etc.). Experience in laboratory work.

Knowledge, Skills, and Abilities

1. General knowledge of laboratory procedures and experience in lab work.
2. General knowledge and practical experience in scientific data collection.
3. Demonstrated ability and willingness to carry out technical field work in support of program goals and objectives, or in investigating potential environmental impacts.
4. Must be willing to travel and attend evening and weekend meetings on occasion.
5. Must be willing to work unusual hours to collect samples and complete surveys.
6. Must be willing to travel frequently to remote areas in the Scott River Watershed.
7. Must possess a valid Driver's License and good driving record.
8. Must be able to lift 25 to 50 pounds.

WORK ENVIRONMENT

Work is performed in the field, office, and laboratory.

MINIMUM QUALIFICATIONS

Education in Environmental Science, Biology, Natural Resource Management, or a related field is preferred. Field experience in Natural Resources preferred. Progressive responsible work experience in a similar occupation may be substituted for the educational requirement.

INDIAN PREFERENCE

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(I), preference in filling all vacancies will be given to qualified American Indian Candidates.

To Apply: You may pick up an application at the Quartz Valley Indian Reservation Office, 13601 Quartz Valley Road, Fort Jones, California 96032, visit our website @ QVIR.com or e-mail: humanresources@qvir.com.

Application Deadline: Open Until Filled.