



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Wetland Specialist
SUPERVISOR: Water Resource Program Manager/Aquatic Ecologist
LOCATION: Lac du Flambeau Tribal Natural Resource Program
POST DATE: July 11, 2018
CLOSING DATE: July 25, 2018

General Description: The primary responsibility of the Wetland Specialist is to protect and restore wetlands for the benefit of the Lac du Flambeau Tribe, by providing wetland management, monitoring, planning, policy, regulation, and science services to the Tribe. The Wetland Specialist will administer wetland-related grants, budgets, regulations, monitoring, reporting, and data management.

Qualifications: B.S. Required, M.S. Preferred in Water Resources, Hydrology, Wetland Science, Environmental Engineering or other natural resources related field with a minimum of two years of professional experience in related work.

OR

A.S. Required, B.S. Preferred in Water Resources, Hydrology, Wetland Science, Environmental Engineering or other natural resources related field with a minimum of five years of professional experience in related work.

Salary: \$18.00-\$20.00 per hour/ Dependent upon 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 via 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: Wetland Specialist

B. DEPARTMENT: Lac du Flambeau Tribal Natural Resource Department

C. SUPERVISOR'S TITLE: Water Resource Program Manager/Aquatic Ecologist

D. D. DESCRIPTION OF DUTIES: The primary responsibility of the Wetland Specialist is to protect and restore wetlands for the benefit of the Lac du Flambeau Tribe, by providing wetland management, monitoring, planning, policy, regulation, and science services to the Tribe. The Wetland Specialist will administer wetland-related grants, budgets, regulations, monitoring, reporting, and data management. Specific responsibilities include but are not limited to:

1. Apply for and manage grants and project monies from various agencies including EPA, NRCS, FWS, and BIA to build the wetland program.
2. Update Wetland Program Plan to create more detailed monitoring design and a core set of wetland functional indicators
3. Develop a wetland monitoring plan
4. Assist with updating the Tribal wetland delineation maps
5. Evaluate current water quality data for wetlands and update/create as necessary.
6. Write interpretive reports of wetland studies and prepare information in the form of maps, charts, or graphs, for the inclusion in reports.
7. Develop a quality management plan (QMP)
8. Write Quality Assurance Protection Plans (QAPP) as required for various projects.
9. Write a field operations manual (FOM)
10. Write Quarterly Reports to various funding agencies.
11. Obtain additional funding for tribal environmental programs when possible.
12. Attend necessary technical training sponsored by US EPA, BIA, US ACE, NRCS, etc.
13. Assist the Water Regulatory & Restoration Specialist with reviewing Land Use Applications (LUAs)
14. Assist the Water Resource Program Manager/Aquatic Ecologist with supervising interns when in field
15. Engage in working with other Tribal departments/programs, & external agencies (including other Tribal Communities).
16. Supervise the Wetland Technician

E. POSITION RELATIONSHIPS:

1. **Internal:** The Water Resource Program has frequent contact with other program staff in the Natural Resource Department including Historic Preservation, Roads, Water and Sewer, Land, Fish and Wildlife, and Environmental. The Water Resource Program also has frequent contact with Planning, Accounting, GIS, MIS, and the Campground.

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 pertaining to grant administration and regulations. The Water Resource Program also has frequent contact with tribal members, general public, LDF TOWN, Vilas/ Iron/Oneida County, WI DNR, GLIFWC, UW Extension, and environmental non-profits.

F. SUPERVISORY RESPONSIBILITIES: The Wetland Specialist will report directly to the Water Resource Program Manager/Aquatic Ecologist. If in a case that the Water Resource Program Manager/Aquatic Ecologist is not available, the Wetland Specialist will report to the Environmental Specialist or the Director of Natural Resources in the absences of the Environmental Specialist. All tribal employees are under the general supervision of the Tribal Council and Tribal Administration and must follow all tribal policies and procedures. Wetland Specialist will directly supervise the wetland technician (20%).

G. SUPERVISION RECEIVED: Water Resource Program Manager/Aquatic Ecologist

H. EDUCATION:

B.S. Required, M.S. Preferred in Water Resources, Hydrology, Wetland Science, Environmental Engineering or other natural resources related field with a minimum of two years of professional experience in related work.

OR

A.S. Required, B.S. Preferred in Water Resources, Hydrology, Wetland Science, Environmental Engineering or other natural resources related field with a minimum of five years of professional experience in related work.

I. SKILLS:

1. Knowledge of the theories, principles, practices, and techniques of hydrology, hydrogeology, geology, chemistry, fate and transport, and engineering and be able to interpret scientific and technical data.
2. Knowledge of survey principles, methods, and practices in order to collect, adjust, correlate, and interpret water resource data and analysis in the field and office.
3. Skill in the use of water resource & wetland data collection equipment and analysis in the field and office.
4. Knowledge of wetland science and it's applicability to the protection & restoration of wetlands
5. Knowledge of computer applications for the compilation, analysis, representation, and evaluation of data collected.
6. The ability to write scientific reports and funding proposals to various agencies.
7. The ability to present program reports and new program ideas to Tribal Council, federal agencies, and conduct public hearings.
8. Ability to effectively communicate with Tribal Council, other governmental agencies and the general public. This includes the ability to speak in front of large groups.

- 9. Ability to use critical thinking and be able to work independently
- 10. Must submit to and pass drug test.

J. 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. 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.

K. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Wetland 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 is subject to disciplinary action.

L. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. 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. 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.

M. SIGNATURES:

Employee

Date

Manager

Date