

**MIAMI NATION
IN-HOUSE JOB ANNOUNCEMENT**

POSITION TITLE: WATER QUALITY SPECIALIST
STATUS: FULL-TIME
CLASSIFICATION: NON-EXEMPT

DATES OF IN-HOUSE POSTING PERIOD: MAY 11, 2018 THROUGH MAY 18, 2018

JOB SUMMARY: This position is under the direct supervision of the Environmental Programs Coordinator and the indirect supervision of the Tribal Environmental Director and is located at Miami Tribe Environmental Department at 121 N Main, Miami, OK.

JOB FUNCTIONS:

- Knowledge of Tribal, City, State and Federal Governmental Agencies
- Customer Service/Ability to communicate with Public
- Organization of files
- Reporting on a quarterly basis to EPA
- Extensive training on water quality monitors and equipment
- Training and use of GPS equipment and GIS software
- Use of technical equipment pertaining to water sampling and evaluation
- Minimum monthly water sample collection activities and subsequent laboratory analysis
- Analyzing water quality data and summarizing conclusions in technical reports and presentations
- Obtain instruction and continued operation of departmental boat (16 foot outboard river boat)
- Obtain instruction and continued operation of departmental six wheeled & four wheeled ATV's
- Keeping equipment prepared (ready for use)
- Oversee Lab equipment and supplies i.e., Maintenance dates, expiration dates
- Participate in outreach activities and events
- Other duties as assigned

This position includes, but is not limited to the job functions listed above.

PHYSICAL DEMANDS:

- Must be able to travel for job-related trainings, seminars, conferences, etc.
- Must be able to push, pull, lift and carry up to and including 50 pounds
- Must be able to work outdoors during any seasonal conditions
- Minimal to moderate amounts of physical labor such as sit or stand for prolonged period of time, as well as, reach above shoulders; squat, kneel or bend without experiencing physical discomfort or pain

May 11, 2018

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in related science field is preferred. High School graduate or equivalent is mandatory
- Knowledge of principles of scientific method and experimental design; proper environmental sample collection measures; quality assurance and quality control in generating environmental data; and laboratory analysis of basic water quality parameters
- Knowledge about the proper functioning of and use of personal protective equipment, such as face masks, glove, protective goggles, etc.
- Knowledge of electronic equipment and computer hardware and software, including applications such as Microsoft Word, Excel, PowerPoint, Publisher, etc., as well as very good skills in working with those programs on a daily basis and performing data manipulation and analysis
- Excellent communication skills, both written and oral with skills in scientific/technical report writing
- Must possess a high integrity regarding confidential and sensitive information
- Possess ability to productively work alone and in a team environment
- Maintain a professional image and atmosphere
- Must have the ability to work in a fast-paced environment, multi-task and meet deadlines
- Ability to work effectively with minimal supervision
- May be subject to criminal background investigation
- Must possess valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act.