

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
P.O. BOX 638 PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060
www.umatilla.nsn.us



JOB VACANCY AND ANNOUNCEMENT

TITLE: Facility Operations (Fish Technician I)

SALARY: \$12.15/hour

LOCATION: Three Mile Dam Adult Trapping/Holding/ Spawning Facility located in Hermiston, Oregon

EMPLOYMENT STATUS: Part time (4 days/week; September to end of June)

SUPERVISOR: Umatilla Hatchery Satellite Facilities and Fish Passage Operations Project Leaders

OPENING DATE: September 23, 2009

CLOSING DATE: Open until filled (1st screening October 5, 2009)

GENERAL STATEMENT OF DUTIES:

The CTUIR Department of Natural Resources (DNR) has adopted a mission statement based on culturally recognized foods ("First Foods"). Each food, in the order, Water, Salmon, Deer, Cous, and Huckleberry, are protected by an associated Treaty right, including water rights, the right to fish, hunt, gather, and pasture livestock. The DNR Mission Statement is as follows:

To protect, restore, and enhance the First Foods - water, salmon, deer, cous and huckleberry – for the perpetual cultural, economic and sovereign benefit of the CTUIR. We will accomplish this using traditional ecological and cultural knowledge

*and science to inform: 1) population and habitat management goals and actions; and
2) natural resource policies and regulatory mechanisms.*

The Mission Statement of the Fisheries Program is “To provide sustainable harvest opportunities for aquatic species of the first food order by protecting, conserving, and restoring native aquatic populations and their habitats.”

An important component of the CTUIR restoration programs is to supplement natural spawning stocks using artificial production. The Mission Statement for the supplementation programs is to “Develop, operate, and co-manage artificial fish production facilities to replace extirpated populations and supplement depressed populations.”

Under the supervision of the Umatilla Hatchery Satellite Facilities and Fish Passage Operations Project Leaders, the Facility Operations Technician I will perform a variety of duties related to the operation and maintenance of the Three Mile Dam adult trapping and holding and spawning facility consistent with CTUIR treaty reserved rights and interests.

GENERAL STATEMENT OF DUTIES:

- 1) Provide 24 hour security for the Three Mile Dam.
- 2) Provide 24 hour emergency response for the Three Mile Dam facility (utility power or pump failure, etc.).

PRIMARY DUTIES AND RESPONSIBILITIES:

- 1) Assist in preparing the facilities for trapping, holding and spawning adult salmon and steelhead;
- 2) Assist in the daily operation of the facilities as directed by the project leaders;
- 3) Assist in monitoring pumps, flows, water levels, water quality, etc. Perform daily rounds and maintain facility monitoring checklists. Check to ensure doors and windows are locked and alarms are set;
- 4) Assist with routine and/or corrective maintenance or repairs on buildings, grounds, and equipment using a variety of hand and power tools. This includes cleanup and weed control. Maintain facility maintenance checklists and relay facility and associated equipment repairs and requirements to the project leaders;
- 5) Monitor fish ladders, fish screens, etc. and clean as necessary, assist in the collection of biological data from returning adults and broodstock. This includes reading of video tapes and collection of broodstock mortalities;
- 6) Assist with treating fish with drugs/chemicals to prevent disease or other pathogens;
- 7) Perform related duties as assigned and required including filling in for other facility technician at Three Mile Dam.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate that he/she fully meets the qualifications).

1. Must have a High School Diploma or GED.
2. Applicants must have demonstrated a satisfactory level of productivity and dependability based on previous employer references. Preference will be given to individuals who have fisheries experience relevant to the job
3. Applicants **must have their own transportation.** A valid driver’s license is preferred but not required.

4. Applicants must have a valid contact number so they can be reached in emergency situations.
5. Employee will be required to sign an Off-Site Employee Agreement outlining position responsibilities.

OVERTIME:

This position is not eligible for overtime pay.

PHYSICAL DEMANDS:

- Ability to work outdoors in all kinds of weather includes: walking, climbing, bending, and stooping.
- Ability to lift up to 50 lbs. or more.
- Ability to work weekends, holidays, and sometimes irregular and long hours.

WORK SCHEDULE:

As per the CTUIR Personnel Policies and Procedures Manual, **§2.01 Working Hours and Attendance, Part C.** *“Some Tribal employees, because of different work requirements, will be required to work different hours.”*

This position requires the employee to work 24 hours per day for four consecutive days. The employee will arrive at the Three Mile Dam facility at 7:30 A.M. on Monday and remain there until 7:30 A.M. Friday morning. The employee will remain on site until the employee is relieved at 7:30 A.M. Friday morning. The employee will then be off until the employee reports to work again at 7:30 A.M. Monday morning at Three Mile Dam.

The employee will accrue 3.75 hours of paid time on Monday, 7.5 hours on Tuesday, Wednesday, Thursday, and 3.75 hours on Friday for a total of 30.0 paid hours for the week.

Any time worked in excess of 37.5 hours from 12:00 A.M. Monday through 11:59 P.M. Sunday is accrued as compensatory time at a rate of 1.5 hour for each compensatory hour earned. This compensatory time must be used as soon as reasonably possible.

TRANSPORTATION:

This position requires the employee to have their own reliable transportation. The employee is responsible for their own transportation to the facilities and between facilities.

Pursuant to Tribal Worker’s Benefit Code, Section 4.02.A. “All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.

4. Completed application for Sensitive Tribal Positions.
5. Copy of High School diploma or GED.
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veterans preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
 Office of Human Resources
 P.O. Box 638
 Pendleton, OR. 97801
 Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.

Approved by: Julia Withers-Lyons, Personnel Manager

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date