

August 2, 2024

Dear Team,

I am happy to announce a new job opening within at QVIR. We are actively seeking a talented individual to join our team as our Water Quality Coordinator.

This is an exciting opportunity for growth and impact.

Here are the details:

- **Job Title:**       **Water Quality Coordinator**
- **Department:**   **EPA**
- **Location:**       **EPA Office at Pimtav**

Application Process and Deadline:

- Interested candidates should submit their resumes and a brief cover letter explaining their interest in this position.
- Please email your application to:  
[HumanResources@qvir-nsn.gov](mailto:HumanResources@qvir-nsn.gov).

Internal Applicants:

- Current employees are strongly encouraged to apply. If you believe you are a good fit for this role, don't hesitate to express your interest.

External Position:

- While we value internal growth, we will also be posting this position externally. Feel Free to share this opportunity with qualified individuals outside our organization.

For a detailed job description, please refer to the attached Job Description, and a QVIR Job Application is attached.

If you have any questions or need further information, feel free to reach out to your Department Manager or our HR Team.

Sincerely,  
QVIR HR Team



# Quartz Valley Indian Reservation

## Position Description

**Job Title:** Water Quality Coordinator  
**Department:** EPA  
**Primary Location:** Onsite  
**Classification:** Regular, Full-time (32 hours/week, Monday-Thursday)  
**Reports to:** Environmental Director  
**Salary:** DOE (Wage Range: \$20-\$25/hour)

### POSITION SUMMARY:

The Water Quality Coordinator will oversee the monitoring, assessment, and management of water quality to ensure compliance with regulatory standards and promote public health and environmental protection. This role involves developing and implementing water quality programs, managing an ELAP/NI certified lab, conducting water sampling and analysis, and coordinating with various stakeholders to maintain and improve water quality. Additionally, the Coordinator will manage databases for the QVIR water monitoring program.

### DUTIES AND RESPONSIBILITIES:

- Develop and implement water quality monitoring programs.
- Collect water samples from various sources.
- Record, analyze, and interpret water quality data to identify trends and issues.
- Manage databases for the QVIR water monitoring program, ensuring accurate and up-to-date data entry and maintenance.
- Prepare detailed reports and present findings to stakeholders.
- Ensure compliance with local, state, and federal water quality regulations and standards.
- Stay updated on changes in water quality laws and regulations and implement necessary changes in protocols.
- Develop and coordinate water quality improvement projects and initiatives.
- Work with local communities, agencies, and organizations to promote water conservation and quality protection programs.
- Conduct educational programs and outreach activities to inform the public about water quality issues and conservation practices.
- Collaborate with government agencies, environmental groups, and community organizations.
- Manage an ELAP/NI certified lab, ensuring compliance with certification requirements and maintaining high standards of lab operations.
- Maintain accurate and up-to-date records of all water quality monitoring activities.
- Prepare and submit regulatory reports as required.

Water Quality Coordinator  
EPA



---

Business Council

---

Signature

---

Date