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 Ouality 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.

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.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Environmental Science, Hydrology, Resource Management, Biology, or a related field.
- Ability to work in various field conditions and lift equipment and samples up to 30 pounds.
- Effective communication and public speaking skills.
- Must be able to pass a background check.
- Must adhere to tribal drug and alcohol policy.
- Must have a valid Driver's License and be insurable by the Tribe.
- Skill and experience in functioning in a multi-disciplinary team environment.
- Strong work ethic, reliability, and a positive attitude.

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.

Veteran Preference:

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or humanresources@qvir-nsn.gov

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

Print Name	Signature	Date
proved:		
Tribal Administrator	Signature	Date

Water Quality Coordinator EPA Page 2 of 3

Business Council	Signature	Date