Quileute Tribal Council
• QUILEUTE INDIAN TRIBE •
Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368

Quileute Tribe
Job Description

Timber Fish and Wildlife Biologist I

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutetribe.com/job-openings/

Via email: hr@quileutetribe.com

-OR-

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Ensure your Application contains:
1. Quileute Tribal Application (REQUIRED)
2. Cover Letter (REQUIRED)
3. Resume (REQUIRED)
4. Tribal Enrollment Verification (REQUIRED)
5. Driver's License (REQUIRED)
6. Diploma/Transcripts(s) High School/GED, College (REQUIRED)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

QTC Motion #16328 Approved on 11/17/2022

Position: **TFW Biologist I**
Supervisor: TFW Program Manager
Location: La Push, WA
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: $ 25.12 - $37.69/Hr DOQ/E

POSITION SUMMARY:

The Timber Fish and Wildlife (TFW) Biologist will work under the supervision of the TFW Program Manager and will be responsible for reviewing Forest Practice Applications (FPA's), Water Type Modification forms (WTM's), and other environmental permitting applications within the Quileute Tribe's Usual and Accustom area (U&A). The applicant must have working knowledge of Forest and Fish rules, current logging practices, and must be able to professionally represent the Tribe at meetings in an office or field setting.

The Biologist will also assist with grant writing and the implementation of various fisheries, wildlife, and restoration grants. This position will be responsible for collecting, managing, analyzing, and reporting on data collected in the field. This will require the use of GIS software, as well as Microsoft word and excel. The Biologist will supervise one permanent technician as well as seasonal technicians at times, and is required to supervise, assist, and train all field technical staff when implementing grant projects.

This person will be expected to participate in various trainings and meetings to improve their skills and knowledge in all areas of their duties and responsibilities. The Biologist must also be willing to perform a variety of other tasks and duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Review environmental permits and applications within the Tribes U&A including but not limited to FPA's, WTM's, and SEPA documents, and provide tribal comments as needed.
- Participate in Interdisciplinary Team meetings as the tribal representative and fish expert.
- Assist with grant writing and application development.
- Grant implementation: budget and contract development/management, obtaining applicable permits and land use agreements, train, supervise, and assist all field technical staff, and completing reporting requirements.
- Collect, manage, analyze, and report on data collected.
- Participate in quarterly tribal and DNR sponsored TFW meetings, and annual Forest Practices Compliance Monitoring.
- Organize and oversee the tribe's annual community cedar bark gathering event.
- Assist with gathering firewood and cedar bows for tribal community events.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Must have a working knowledge of Forest and Fish Rules, particularly as they relate to ID team inspections and post-harvest compliance issues.
- Must be trained in WDNR electro-shocking protocol survey technique, culvert assessment for fish passage, and be able to identify fish, wildlife, and plant species at all life stages.
- Must be proficient with GIS and GPS programs and software. Advanced GIS knowledge is desired.
- Must be proficient in Microsoft word and excel, capable of scientific report writing, and be able to analyze and present data in summary fashion.
- Must be able to read maps and navigate in heavily forested areas.
- Must be able to work alone or as crew lead in the field.
- Must have experience using boats and motors, ATV's, chainsaws, and other power tools.

WORK ENVIRONMENT:

This position will share an office with the TFW Tech II. The position will be split at approximately 50/50 with 50% of the work being conducted in the field and 50% in the office. The applicant will be expected to work outdoors in adverse weather conditions.

PHYSICAL DEMANDS:

This is a physically demanding job. The applicant must be physically able to carry a 40lb backpack sprayer daily in dense and remote forest environments during the field season. This position will require the ability to cut, split, and stack firewood 2-3 times a year.

SUPERVISORY RESPONSIBILITY:

This person will supervise one permanent TFW Technician and seasonal field technicians.

QUALIFICATIONS:

Required:

- A Bachelor of Science in Natural Resources, Fisheries, Wildlife, Forestry, or related field with 2 years of relevant work experience. A master's degree is preferred.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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