

**THE HOPI TRIBE
OFFICE OF WATER RESOURCES**

WATER RESOURCES TECHNICIAN

INTRODUCTION: This class consists of performing water monitoring, spatial digital data collection, and related technical duties in support of the Water Resources Program, the Hopi Tribe's Land Information System (LIS), and the Tribe's Little Colorado River adjudication.

DUTIES: (The following examples of duties are intended as illustrative examples only, and are not intended to be all-inclusive or restrictive.)

1. Collects field data from weather station network and translates to computer data base system.
2. Collects Global Positioning System (GPS) data for water well facilities, wetlands, springs, and village infrastructure on the reservation, and translates to computer LIS data base system.
3. Assists in field investigations and monitoring of surface ground water sources using electronics, manual and laboratory instructions.
4. Collects water samples from community water systems and applies field techniques and procedures in preparation for delivery to certified laboratories.
5. Assists in compiling and organizing data and information different types of water, current conditions/trends into appropriate data base format.
6. Assists with generation of Geographic Information System (GIS) and GPS products.
7. Maintains operation and upkeep of manual and electronic data station monitoring network in use by the Water Resources Program.
8. Conducts field assignments and related data entry into standard data base format, as instructed by the Tribe's Water Rights Hydrologist.
9. Assists in monitoring all Tribal water resources in support of the Hopi Statement Of Claims filed in the Little Colorado River adjudication.
10. Performs other related duties as assigned and authorized.

COMPLEXITY: The work consists of duties involving various related steps, processes, or methods. The decisions regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among several alternatives.

SUPERVISION RECEIVED: The incumbent's supervisor provides direction and guidance by establishing, priorities and deadlines. Supervisor will assist incumbent with unusual situations. Duties are performed pursuant to established procedures in collection of technical data. Work is conducted with minimum supervision, keeping the supervisor informed of work progress. Work is viewed and evaluated for technical soundness, appropriateness, and conformity to policies and procedures.

PERSONAL CONTACTS: Contacts are primarily with Tribal employees, Village employees, technical and professional consultants and federal representatives. Contacts are for communicating/interpreting collected data/information, for use in coordinating water resources, and LIS project.

PHYSICAL OR SUPPORTING EFFORTS & CONDITIONS: Duties require extensive field work with minimal time spent in the office. Field work requires frequent walking through washes, gullies, in mud and on uneven terrain, sometimes carrying heavy equipment. Exposure to inclement weather will occasionally be encountered. Travel to remote locations of the Hopi Reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training, and Experience:

- A. Education : Two (2) years post high school education with emphasis in engineering, hydrology or demonstrated related discipline; AND
- B. Experience : Two (2) year experience in collecting, analyzing, recording data, or operating, calibrating and maintaining precision instruments; OR
- C. Any equivalent combination of education, training, or experience which demonstrates the ability to perform duties of the position.

2. Required Knowledge, Skills and Abilities:

- A. Knowledge : Working knowledge of operating field instruments.

Working knowledge of collecting, analyzing and compiling data/information.

Working knowledge of management information systems/geographic information systems (computerization).

B. Skills : Skills in technical report writing.

Diplomatic skills to establish and maintain effective working relationships with others.

Good technical skills in operating, calibrating and repairing field instruments.

C. Abilities : Ability to read and record data from electronic and manual recording instruments.

Ability to take and prepare water and soil samples for laboratory testing.

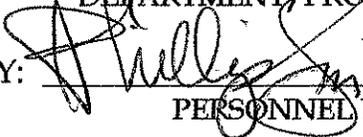
Ability to read, comprehend, and interpret technical data and information into data base format.

Ability to follow oral and written data instructions.

NECESSARY SPECIAL REQUIREMENT:

1. Possess a valid Arizona Driver's License.

REVIEWED BY:  DATE: 8/22/96
DEPARTMENT PROGRAM SUPERVISOR

APPROVED BY:  DATE: 8/26/96
PERSONNEL DIRECTOR

RANGE: 20
07/96