



NON-POINT SOURCE COORDINATOR

Water Resources Program
Department of Natural Resources

Reports To: Program Manager

Salary/Hourly Range: 38

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 01/22/2020

INTRODUCTION

The Non-Point Source Coordinator will assist in the development of writing environmental ordinances, writing grants and proposals, performing community outreach and education, and ensuring proper procedures are followed when conducting water sampling. The incumbent performs duties of moderate complexity requiring working knowledge and skill in hydrology, geology, watershed management, interpreting aerial photography, tribal, state & federal rules and regulations, and policies and procedures. This position often deals with knowledge of Hopi culture, lands, and local environmental issues. The position also deals with the ability to exercise independent judgment and prioritize project tasks to meet deadlines.

KEY DUTIES AND RESPONSIBILITIES

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

1. Analyzes and interprets geographic and hydrologic environments using aerial photography and LandSat Imagery to identify non-point source sites. Identifies geomorphic management problems and recommends mitigation of non-point sources based on imagery data, interpretation of field investigations and their effects on watersheds.
2. Conducts field mapping of study areas and surrounding drainage systems; designs, supervises and oversees implementation of cleanup activities of contaminated soil and groundwater/surface water at non-point source project sites.
3. Develops and submits program strategic and project implementation plans for project activities to Water Resources Program Manager for review and concurrence.
4. Assists in maintaining an efficient, effective, confidential and sensitive records management system in accordance with established policies and regulations.
5. Assists with water sampling and ensures samples are extracted from various points of distribution systems such as springs, tanks, wells and outlets to discover possible sources of water contamination.
6. Develops quarterly reports which include: status of each work plan task, summary of accomplishments and discuss any problems which have or are expected to impact or delay performance for submittal to funding agency.
7. Assists in the development of grant application packages to include: workplans, scopes of work, tasks, cost estimates, and budgets.
8. Conducts outreach with Hopi Tribal members, including youth, to promote awareness of water conservancy and the changing behaviors related to water quality and quantity on the Hopi Reservation.
9. Assists in updating program procedures, water codes, standards, and Hopi Tribal ordinances.
10. Performs other duties as assigned and authorized by the Program Manager to meet tribal/program goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within and outside the immediate work area, supervisors, and personnel of the Hopi Tribe and general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts and establish a network of services.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work is performed in a standard office environment and out in the field requiring normal safety precautions, however specialized training will be needed and provided for field activities. On occasion, work hours may extend beyond the normal eight (8) hour daily work schedule. Travel on and off the reservation may be required. May at

times work in extreme hot and cold environmental conditions is necessary. Projects and field investigations may involve carrying items up to 40lbs up and down terrains. May be exposed to loud machinery. Occasionally required to wear protective apparel at project sites.

MINIMUM QUALIFICATIONS

Education: Associates degree in Natural Resources or related field (*minimum of 30 hours of course work in Environmental Studies, Hydrology, Geology, Natural Resources and/or other courses related to water*);

AND

Experience: One (1) year field experience in water resources performing related tasks such as report narrative writing, budgeting, work plan formulation, and project planning;

OR

Any equivalent combination of Education, Training, and Experience that demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of field methods and techniques to conduct and analyze technical studies, field data and project Feasibility.
- Knowledge of the culture, traditions and socio-economic environments of the Hopi Reservation.
- Knowledge of records management principles, practices & methods.
- Knowledge of natural resource disciplines, i.e., agriculture, soil science, regional economics, and environmental planning.
- Knowledge of customer relations & service including applicable principles, practices and quality standards.
- Knowledge of modern office equipment, practices, and procedures, including applicable management software application.

- Skills in written communication to prepare correspondence, reports and emails to others.
- Skills using MS Word, Excel, Adobe Acrobat and other related business software systems.
- Skills in communicating with individuals and groups with varying technical backgrounds to collect and relay information.
- Skills of operating a variety of modern office equipment, i.e., scanner, personal computer, printer, copier, machines, electronic calculator, telephone, etc.
- Skills in operating chainsaws, augers, dump trailer, wood chipper, and other related equipment.
- Excellent human relations skills.
- Excellent project coordination skills.

- Ability to plan, implement and accomplish work in accordance with established objectives, priorities and timelines.
- Ability to pay strong attention to accuracy and detail.
- Ability to learn and apply local, State and Federal environmental laws, regulations and standards.
- Ability to work independently and exercise sound judgment and professionalism in carrying out assigned job duties.
- Ability to keep records and files in an accurate and organized manner;
- Ability to maintain the confidentiality of material, documents, and information.
- Ability to carry items in excess of 40lbs up and down steep and uneven terrains.
- Ability to manage multiple projects and assignments simultaneously while meeting required deadlines.
- Ability to become thoroughly familiar with tribal and program missions, goals and objectives, operations, and policies and procedures.
- Ability to assess safety and hazardous conditions and taking measures to address those conditions.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of criminal misdemeanors at the local, state, or federal level within five (5) years of application.

DESIRED QUALIFICATIONS

Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in both the Hopi and English languages as a condition of employment.