



**HYDROLOGIST
WATER RESOURCES PROGRAM
DEPARTMENT OF NATURAL RESOURCES**

**REPORTS TO: Program Manager
SALARY/HOURLY RANGE: 64
FLSA Status: EXEMPT
VALID DRIVER'S LICENSE REQUIRED**

INTRODUCTION

This position is responsible for performing administrative and technical duties in the areas of groundwater and surface water hydrology requiring knowledge in geology, geomorphology, and chemistry in support of the Water Resources Program. The incumbent performs duties of considerable difficulty and complexity requiring working knowledge of tribal, state & federal policies, procedures, rules, ordinances, & regulations. This includes writing ordinances, writing grants and proposals, and performing community outreach and education, and addressing water related concerns.

The work typically includes varied duties requiring different and related processes and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpretation of considerable data, planning of the work, or refining the methods or techniques to be used.

The incumbent is under general supervision and line authority of the Water Resources Program Manager. The incumbent and supervisor, in consultation, define the objectives, priorities and deadlines. The incumbent plans and carries out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

Contacts are with employees within/outside the immediate work area, Tribal Council, village officials, related tribal, state & federal agencies and the general public. The purpose of these contacts is to exchange factual information, coordinate/negotiate cooperative work efforts and provide assistance on matters or issues related to water resource management.

ESSENTIAL FUNCTIONS

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

- 1) Conducts and/or supervises the collection of hydrologic data such as water quality parameters, water quality samples, water level data, spring discharge data, and surface water discharge data.
- 2) Conducts field investigations to compile surface and groundwater quality information for municipal, industrial, livestock and irrigation use; prepares surface and groundwater field investigations to determine water budgets, rainfall and runoff analysis, storm and flood frequency, duration, routing, unit hydrographs, and water quality assessments.
- 3) Monitors and provides oversight of water well construction to ensure compliance with the Hopi Tribe's Water Code and Ordinances.
- 4) Works with Tribal programs, outside agencies, and organizations to protect water resources on tribal and non-tribal lands.
- 5) Develop and implement Water Quality Monitoring Programs.
- 6) Collect, review, and manage existing watershed and water quality data.
- 7) Use computer models to forecast future water supplies and develop plans to conserve water usage.
- 8) Prepares and submits program grant/contract funding proposals, contracts, budgets, contract/budget modifications/amendments and required statistical activity and narrative reports to the supervisor, Hopi Tribe and funding agency(ies).
- 9) Develop and submit quarterly reports to include status on work plans and accomplishments to funding agencies.

10) Performs other duties as assigned or authorized to achieve Tribal/Program goals and objectives.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work is performed in a standard office environment and out in the field. Fieldwork requires physical exertion such as long periods of walking, bending, stooping, crouching, and traveling over uneven, rough terrain in varying weather conditions. Protective clothing and gear appropriate to the environment is required. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS

Education: Master's Degree in Geology, Hydrology, Civil Engineering or related field;

AND

Experience: Four (4) years of progressively responsible professional level hydrology experience;

AND

Training: Training in the collection and interpretation of water quality field parameters and water quality samples; in the collection and interpretation of ground water hydraulic information; in the collection and interpretation of surface water discharge records;

OR

Equivalent combination of Education, Training, and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have knowledge and understanding of Hopi customs, traditions, and culture and be sensitive to Hopi cultural practices.
- Knowledge of the age, composition, structure, and depositional environments of the geologic strata that comprise the hydro geologic system on the Hopi Reservation.
- Knowledge of professional hydrology and hydrogeology methods, practices, and procedures.
- Knowledge of computer hardware, software and peripherals.
- Knowledge of Global Positioning and Geographical Information Systems methods, applications, and procedures.
- Knowledge of placement and construction of water wells.
- Excellent verbal and written communication skills, i.e., expert testimony, research, reports, grant proposals, etc.
- Skill in prioritizing, scheduling, assigning reviewing and evaluating work.
- Skill in investigating and accurately interpreting information related to compliance or protection of water resources.
- Skill in utilizing public relations/customer service techniques when responding to inquiries, requests and complaints.
- Skill in coordinating projects with multiple public and private entities.
- Ability to make independent, scientific decisions based on sound professional judgment.
- Ability to work independently towards meeting established program goals.
- Ability to prepare proposals, grants, and technical reports.
- Ability to establish and maintain effective professional working relationships with others.

NECESSARY REQUIREMENTS

- 1) Shall 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. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass the pre-employment screening.
- 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 misdemeanors at the local, state, or federal level within the past five (5) years of application.