



WATER RESOURCE PROGRAM

WATER RESOURCES TECHNICIAN II

INTRODUCTION: This class consists of performing technical work in collecting, analyzing, and formatting technical hydrologic data and information for entry into a water resources data base system in support of the Water Resources Program.

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

1. Conducts hydrology field investigations and monitors surface and groundwater resources quality and quantity on Hopi Lands; uses manual, electronic, and scientific instruments.
2. Compiles and organizes hydrology data and information for entry into Water Resources Program database.
3. Under supervision of the Tribe's Hydrogeologist, conduct basic hydrology field investigations with resource consultants, BIA, USGS, EPA, and other federal/non-federal agencies.
4. Assists in providing technical assistance to Tribal Council, standing committees, and communities/villages for developing and protecting water resources.
5. Collects field data from weather station network and translates to computer database system.
6. Collects Global Positioning System (GPS) data for water well facilities, wetlands, springs, and village infrastructure on the reservation, and translates to GIS database system.
7. Assists in field investigations and monitoring of surface and groundwater resources using electronics, manual and laboratory techniques.
8. Performs other duties as assigned or authorized to achieve program goals and objectives.

COMPLEXITY: The work involves compiling, reviewing, and analyzing technical data and information prepared by water resource specialists and technical consultants. The work involves a myriad of complex and unrelated processes or methods applied to a wide range of research activities. Assignments require political sensitivity and may involve several phases being pursued concurrently or sequentially with the support of others within or outside of the tribal organization.

SUPERVISION RECEIVED: The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities. Incumbent's supervisor provides direction and guidance by establishing objectives, priorities and deadlines. Supervisor will assist employee 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 reviewed and evaluated for technical soundness, appropriateness, and conformity to policies and procedures.

PERSONAL CONTACTS: Contacts are primarily with Tribal employees, contracted technical and professional consultants and federal agency representatives. Contacts are for communicating/interpreting-collected data/information, for use in coordinating Water Resources projects.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: Duties require extensive fieldwork as well as time spent in meetings and in the office. Fieldwork requires frequent walking through washes, gullies, in mud and on uneven terrain. 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 : Associate's degree in natural resources or related discipline;

OR

- B. Experience: Three (3) years of experience collecting, analyzing, and processing water resources data and calibrating and maintaining precision scientific equipment.

OR

- C. Any equivalent combination of Education, Training, or Experience that demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Knowledge of basic field hydrology methods and techniques in operating electronic/scientific instruments
Knowledge of collecting, analyzing, and compiling water resources data and information
Knowledge of research, analysis and interpretation methods
Knowledge of computer hardware, software and peripherals

B. Skills:

Skill in prioritizing, scheduling, assigning reviewing and evaluating work
Skill in preparing reports, recommendations, proposals or grant applications based on research, analysis, and interpretation for best practices
Skill in utilizing effective written and verbal communication in the development of expert testimony, research analysis, reports, recommendations and technical information
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
Skill in establishing and maintaining effective working relationships

C. Abilities:

Ability to make independent, scientific decisions based on sound professional judgment
Ability to work independently towards meeting established program deadlines and goals
Ability to establish and maintain effective professional working relationships with others

NECESSARY REQUIREMENTS:

1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribes' Defensive Driving Course.
2. Must complete and pass the pre-employment screening (includes background investigation and fingerprint check) in accordance with Hopi Tribal Policy.

REVIEWED BY:  04/07/10
Hiring Authority Date

APPROVED BY:  6/8/2010
Personnel Director Date