

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5030 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Wetland Program Coordinator

PAY RANGE: \$32.73 - \$49.09

DEPARTMENT: Quil Ceda Village Administration

JOB DESCRIPTION: The Wetland Program Coordinator (WPC) will assist the Village by overseeing permitting and mitigation of sensitive areas of the Village, will administer the QCV In-Lieu Fee Program, and coordinate The Boeing lease site EPA clean-up program. The WPC prepares applications, reviews and examines statutes and regulations, conducts environmental studies, maintains data related to soils, vegetation, groundwater levels, wetland boundaries, invasive species, performs and contracts wetland delineation, environmental surveys and creates/delivers professional presentations. The WPC will oversee maintenance of stream and wetland restoration projects, planting, fencing, invasive species control and beaver management.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5030.

NOTE: *The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: City Administrator

EMPLOYEE SUPERVISES: None

EDUCATION:

- Bachelor of Science or Bachelor of Arts degree in hydrology, soil science, botany, ecology, natural resource management or related field from environmental or natural science
- Professional Wetland Scientist (PWS) certification (*Preferred*)

SKILLS:

- Must be experienced with field surveys in forests, streams, and wetland areas
 - Must have advanced knowledge of hydric soils and wetland ecology
 - Must have advanced training and experience in identifying, describing and classifying wetlands
 - Must be knowledgeable in species identification and vegetation sampling techniques, especially with plants native to the Pacific Northwest
 - Must be knowledgeable with aerial photography, topographic map interpretation and ArcGIS mapping
 - Must be experienced with permitting for wetland impacts
 - Must possess interpersonal skills and be able to communicate using tact, patience and courtesy; and be able to establish and maintain effective working relationships with teammates, consultants, and vendors
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- Must be a proficient public speaker
- Must have advanced organizational and time management skills; able to multi-task job responsibilities managing tasks with varying degrees of urgency and frequent changes
- Must be proactive, willing to take initiative and be results oriented
- Must be able to think quickly and critically, with excellent problem-solving skills
- Must be able to lead and foster a positive working environment and have strong work ethics
- Must have advanced computer skills and proficiency in Word, Excel, Project, ArcGIS Pro, Smartsheet, and Viewpoint

EXPERIENCE:

- 6 years of demonstrated experience in the Pacific Northwest conducting wetland and biological fieldwork, preparing natural resource permit applications, and technical report preparation (*Preferred*)
- Minimum of 2 years increasingly responsible professional wetlands and biological fieldwork experience

OTHER REQUIREMENTS:

- Must adhere to confidentiality requirements relating to all information and records seen or heard
- Must have and maintain a valid WA State driver's license and maintain personal automobile insurance; employee will be required to occasionally visit assigned account locations
- Must be able to successfully complete a Tribal, State and Federal background investigation and be able to pass a hiring and periodic random urinalysis
- Must be willing to attend progressive job-related training as requested
- Must have a successful employment history with current and past employers
- Must be able to perform other related duties as assigned

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Must be 18 years of age or older and legally authorized to work in the United States
- Ability to work in all inclement weather conditions in remote and rough terrain, often under physically demanding circumstances
- Hand and finger for the operation of personal computer and routine paperwork
- Stamina to sit, stand, and/or walk for prolonged periods of time, including wetland areas
- Ability to lift and carry 20 lbs. on a regular basis and perform tasks that require bending, kneeling, and/or stooping

SPECIFIC JOB PERFORMED:

- Plan, direct, and perform a variety of professional and technical environmental permitting duties, including permit preparation, design and layout of restoration projects, environmental surveys, wetland surveys and delineation of sensitive areas in the Village; provides expert technical assistance and direction to the General Manager and Village staff.
- The work is performed independently and reviewed by the Manager in terms of work outcomes. This position deals with case sensitive and occasionally controversial issues affecting the public or other departments. The work requires critical thinking skills and may be required to develop creative solutions to funding challenges. The work also requires knowledge of program administration and the ability to assess community interests.

- This position requires the ability to interpret and apply complex rules and regulations; to effectively communicate, both orally and in writing; and to work cooperatively with diverse groups of people and organizations.
- Perform and direct a variety of office and field work. Prepares visual media for presentation, develops strategy for mitigation projects, provides the detailed analysis of federal statutes and regulations.
- Review, evaluate, and recommend policy, practice, and strategy for the development of large areas of the Village. This work includes the evaluation of environmentally sensitive areas, development strategies for utilities, the layout of project parcels, and the methods of developing parcels with a minimum impact on the natural environment.
- This position develops and completes projects; recommends solutions to assigned problems or issues; exercises independent judgment; and performs more complex administrative tasks. Duties include but are not limited to, developing, planning, and implementing various projects and programs, including specific program goals and objectives; coordinating the development, preparation and administration of budgets; financial account development; research and analyses; preparing statistical, analytical and narrative reports; acting as a liaison on sensitive environmental issues between departments and the Tribal government, and with outside agencies; serving as team leader on special projects for groups of employees.
- Direct the development, design, improvement, implementation, operation, maintenance, and record-keeping of in-lieu fee, regional or Village 404 permits. Directs the preparation of plans, specifications, wetland mitigation replacement ratios, and cost estimates for restoration projects; directs inspection of potential economic development areas to assure proper implementation of environmental statutes and regulations. Receive and resolve inquiries or complaints concerning wetland issues; take appropriate actions to resolve situations; present information to agencies, groups, and committees regarding development issues.
- Direct development review and determine mitigation requirements for potential areas to be developed; reviews Village codes and ordinances for additions and deletions relating to environmental issues. Assure the preparation and maintenance of records, reports, and files such as those related to project initiation, and in-lieu fee transactions.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employees may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.