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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

**Karuk Tribe****Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

## Vacancy Announcement

**Title:** Water Resources Technician I  
**Reports To:** Water Quality Manager, or designee  
**Location:** Department of Natural Resources, Somes Bar, California

**Assigned Office**

**Location:** Somes Bar, CA  
**Classification:** Nonexempt, Full-time, Seasonal

**Salary:** \$ 16.95-\$21.49 per hour DOE

**Summary:** The Water Resources Technician I receives direct supervision from the Water Quality Manager or designee, in all tasks related to the Karuk Tribe Water Quality Program. The Water Resources Technician I is responsible for select Water Quality Program tasks to enhance the quality of water flowing into and from the Karuk Tribe's Ancestral Territory. This position may serve in the capacity of Natural Resources Technician I, as needed and when qualified, so long as efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

**Application Deadline: July 10, 2024 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Water Resources Technician I

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**Responsibilities:**

1. Collects and processes water quality samples in and areas surrounding Tribal waterbodies according to Tribal Quality Assurance procedures.
2. Cleans, calibrates, and maintains water quality instruments.
3. Deploys and retrieves continuous water quality samplers.
4. Assists with data entry.
5. Performs data management tasks, utilizing Microsoft Office Suite software, including but not limited to Excel, Access, and Word to input and display water quality data.
6. Participates in other water quality monitoring, projects, and research in accordance with proper quality assurance and quality control.
7. Be available for local and out of the area travel as required.
8. Attends all required meetings and functions.
9. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrated knowledge and experience in natural resource processes.
2. Demonstrated ability to manage time well and work under stressful conditions with an even

temperament.

3. Demonstrated ability to work independently and maintain grant-related time schedules.
4. Demonstrated ability to respond effectively to unforeseeable complications in the performance of assigned duties.
5. Demonstrated ability to drive long distances, work in inclement weather conditions, and lift heavy work equipment (up to 30lbs).
6. Displayed ability to establish and maintain harmonious working relationships with other employees and the public.
7. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
8. Demonstrated ability to understand and follow oral and written instructions.

**Requirements:**

1. Education and/or experience
  - a. High school diploma or equivalent; or
  - b. An equivalent combination of education and work-related experience will be considered for all grades.
2. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
3. Must be familiar with Microsoft Office Suite products including Word, Excel, and Access software.
4. Must be effective, efficient, productive and timely in producing and delegating assigned work products while working in a remote environment as needed while maintaining data security at all times.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
7. Must adhere to the policies and procedures of the Karuk Tribe.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Review Committee Approved: July 1, 2024**

**Employee's Signature:** \_\_\_\_\_