



# HOH INDIAN TRIBE

## HUMAN RESOURCES

P.O. Box 2196, Forks, WA 98331  
(360) 374-7771 • [hr@hohtribe-nsn.org](mailto:hr@hohtribe-nsn.org)

## Position Description

<b>Job Title</b>	Seasonal Natural Resources Technician
<b>Department</b>	Natural Resources
<b>Reports To</b>	Director, Natural Resources
<b>Status</b>	Temporary / Full Time <b>Grant funded</b>
<b>Salary Range</b>	\$18.00/hour
<b>Location</b>	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

### Summary

The Seasonal Natural Resources Technician is an entry level seasonal position that assists the Hoh Tribe's Natural Resources Department with field work. Duties will include data entry, smolt trapping, habitat surveys, snorkel surveys, invasive plant removal, salmon spawning surveys, water quality monitoring, hatchery work, and other duties as assigned.

### Essential Duties and Responsibilities

- Willingness to learn a variety of field and office work.
- Knowledge of, or willingness to learn identification of plant and fish species found in the Hoh River treaty area.
- Accurately fill in data sheets by taking detailed notes and recording data.
- Hiking trails while carrying gear.
- Working outdoors and indoors in varied and sometimes rough conditions.
- Operates various hand and power tools and equipment to collect data and make repairs.
- Ability to work independently or with others in the performance of assigned tasks.
- Performs other duties as assigned.

### Supervisory Responsibilities

This position has no supervisory responsibilities.

### Skills and Specifications

- May occasionally work odd or extended hours and on weekend days as program objectives and needs dictate.
- Must have the work ethic to achieve program objectives while also minimizing any waste of program resources.

- Ability to use computer spreadsheets for summarization of data.
- Ability to follow oral and written instructions.
- Ability to read, write, and perform general mathematical computations.
- Ability to perform arduous duties and to work outside under all types of conditions.
- Ability to maintain facilities and equipment.
- Must adhere to the personnel policies and drug and alcohol polices.
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **Education and Qualifications**

- High school diploma/GED or in pursuit of a high school diploma/GED.
- Outdoor, field-oriented background and ability to take accurate complete notes under exposed field conditions.
- Must exhibit and utilize forthright, timely and transparent communication for achieving program, team and accountability objectives for the Tribe, including working scheduled hours with advance notice of absences, coordination of activities, and the validity of time claims made against the individual programs in which the employee may work.

## **Certificates/Licenses**

- It is preferred that the applicant have and maintain a valid and unrestricted Washington State Driver's License. Driver's License must not contain any restrictions that would prevent an employee from operating a GSA vehicle or complying with the Tribe's Vehicle Policy.

## **Work Environment**

- Frequent exposure to outside weather conditions
- Occasional exposure to moving mechanical parts.
- The noise level in the environment is usually moderate.
- Requires travel using employee's own transportation or GSA vehicles.

*Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons must submit complete applications to be considered for employment. All applicants are subject to employment drug and alcohol testing and a criminal background check. Some positions are subject to a review of the driver's license abstract.*

*TO APPLY: Download the Hoh Tribe Employment Application at [www.hohtribe-nsn.org](http://www.hohtribe-nsn.org).*

*Submit a complete application along with a cover letter and resume containing three professional work references.*

*If claiming Tribal hiring preference, please include this in your cover letter and provide a copy of a CIB or Tribal ID.*

*Complete applications may be submitted electronically to [hr@hohtribe-nsn.org](mailto:hr@hohtribe-nsn.org) via fax to 360-374-5426.*

*Or Application materials may also be mailed to the following address:*

*Hoh Indian Tribe  
ATT: Human Resources  
P.O. Box 2196  
Forks, WA 98331.*

*For more information, please contact the Human Resources (360) 374-7771.*