

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 Timine Way, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 429-7180
www.umatilla.nsn.us



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

TITLE: Environmental Specialist - Geology

SALARY: \$80,000.00 - \$100,000.00 per year with benefits
Range 14

EMPLOYMENT STATUS: Full Time with benefits package

LOCATION: Pendleton Oregon; CTUIR Department of Science
and Engineering

SUPERVISED BY: Department Director

SUPERVISION EXERCISED: None

OPENING DATE: March 1, 2010

CLOSING DATE: March 31, 2010

MISSION STATEMENT FOR CTUIR:

Exert the Tribe's sovereign authority to protect the rights reserved by the treaty of 1855 and to promote the interest of members and residents of the Umatilla Indian Reservation in a manner that enhances and achieves the maximum degree of self-government, self-sufficiency, and self-determination in all Tribal affairs.

GENERAL STATEMENT OF DUTIES:

The Department of Science and Engineering develops and applies science to solve issues which are of importance to the people of the CTUIR. We are seeking an exceptional individual to work in our Department of Science and Engineering (DOSE) to provide geology and geochemistry support, primarily related to DOE's Hanford nuclear site. This position is funded by DOE funds.

EXAMPLES OF DUTIES/RESPONSIBILITIES:

Typical job assignments will include:

1. Analyzing Hanford assumptions on contaminant transport rates through soils of radionuclides including Pu, U, Co, and Tc.
2. Analyzing the construction and performance of waste isolation barriers. This work will require the knowledge of regulatory applications such as a RCRA Type C barriers.
3. Analyzing in situ biological-chemical barrier performance (polyphosphate, apatite, other) provide general soil science support (advisor to greenhouse operations).
4. Reviewing other remediation techniques for shallow and deep sub-surface contamination.
5. Participating in laboratory soils chemical testing and be able to classify soil types and set up a display of Hanford types.
6. Developing a predictive model for the transport of Hanford-derived contaminants in the Columbia River. Review river sediment core data to map deposition of long-lived contaminants. Reconstruct river channel movement over geologic time to identify old channels and preferred groundwater flow pathways on the Hanford Site.
7. Setting up, maintaining, and applying a numerical flow and transport model for the Hanford vadose and groundwater model (2D and 3D). Models should include the impacts of the regional aquifer on Hanford groundwater. Temporal and special results from the models for specific hazardous chemicals will be applied to project transit times to human and ecological receptors and to investigate the application of various remediation strategies.
8. Reviewing the historic projections movement of spilled high level radioactive tank waste through the vadose zone.
9. Reviewing DOE documents regarding movement of chemical mixtures in the subsurface.
10. Researching the cause of sloughing of steep sandy slopes into the Columbia River as well as island erosion and recommend methods to eliminate these problems.
11. Other appropriate duties as assigned by their immediate supervisor.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Master's degree (PhD preferred) in geology or related field.

2. Five or more years work experience related to basalt geology including knowledge of geochemistry. Knowledge of Hanford is a plus.
3. Demonstrated oral and written communication skills via scientific publications and/or conference presentations.
4. Strong analytical and geo-statistical analysis skills
5. Demonstrated ability to conduct research and publish papers.
6. Excellent organizational, time and priority management skills.
7. Demonstrated ability to implement the CTUIR fiscal policy practices.
8. Comprehensive knowledge of Word and Excel for the development of detailed technical reports and spreadsheets.
9. Able to work effectively with general public.
10. Applicants must have a valid driver's license and meet Tribal insurance requirements.

OVERTIME:

This position is not eligible for over time pay.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS OF THIS POSITION:

- Work is typically performed in an office environment with extensive use of a computer and telephone communications.
- Required to drive Tribal owned vehicles.
- There will be some overnight travel to attend meetings, workshops and training.
- Some weekend work to meet deadlines may be required.
- This position requires regular attendance during the CTUIR work hours 7:30 am to 4:00 pm and work week (Monday – Friday).

Pursuant to the Tribal Workers' Benefit Code, Section 4.02A. "All workers are required to disclose any pre-existing physical or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work."

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.

- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All Confederated Tribes of the Umatilla Indian Reservation positions are competitive. All employment applications and supporting material will be evaluated based on the relevance of the applicant's qualifications and experience to this position. Applicants who demonstrate that they meet the desired qualifications and experience will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

“The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.”

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted, until Wednesday, March 31, 2010 at 4:00 p.m. or postmarked by closing date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

1. Completed **Tribal Employment Application.**
2. **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
3. **Personal resume** identifying your qualifications and experiences relevant to the functions of this position.
4. Completed application for **Sensitive Tribal Positions.**
5. Copy of **Official College transcripts** if applicable.
6. A sample portfolio of analysis and reporting, code, documentation, and other relevant materials (such as object model diagrams and end-user training materials) developed by the applicant.
7. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
8. Veterans' preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
46411 Timine Way
Pendleton, OR 97801
Attn: Human Resources Dept.
(541) 276-3570 or Fax: (541) 429-7180

To be considered, application packets must be post marked by the closing date.

Approved by: Dennis Fortney, Human Resources Director

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date