

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President
EVERETT EKDAHL, JR., Vice President
SAM LOONSFOOT, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

DOREEN G. BLAKER
SUE ELLEN "SUZIE" ELMBLAD
DALE F. GOODREAU
JEREMY T. HEBERT
RODNEY LOONSFOOT
TONY LOONSFOOT
TONI J. MINTON

WATER QUALITY SPECIALIST

One (1) full-time, non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ One (1) writing sample (report, publication, technical memorandum)
- ☐ Copy of a satisfactory Child Abuse/Neglect Central Registry clearance form from the Michigan Department of Health & Human Services
- ☐ Copy of a valid, unrestricted Michigan driver's license
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of direct descent
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4175 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

WATER QUALITY SPECIALIST

One (1) full-time, non-exempt position

LOCATION:

Natural Resources Department
L'Anse, Michigan 49946

SUPERVISORY CONTROL:

Natural Resources Director

SALARY:

Grade 9 (minimum starting wage = \$21.33/hour)

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Environmental Sciences, water resources, hydrology, or related science field.

OR

Associate's Degree in Environmental Sciences, water resources, hydrology, or related science field **AND** five (5) years of experience working in a related field involving biogeochemistry.

- Must be in good physical condition and able to lift up to fifty (50) pounds.
- Excellent oral and written communication skills; legible handwriting; must work effectively with other people at a variety of ages and levels; able to work independently to get a project completed.
- Must be willing to travel at least 50 miles three (3) days per week, as necessary.
- Must complete relevant training within the first twelve (12) months of employment or as available. Training include, but are not limited to, EPA Water Quality Standards Academy and USGS Water Monitoring Techniques.
- Knowledge of Tribal, State, and Federal regulations and statutes that relate to water quality.
- Knowledge of federal Clean Water Act requirements for the development and implementation of surface water quality standards.
- Must be willing and able to conduct fieldwork in remote locations both independently and in crews.
- Must be willing and able to work in rugged terrain and conditions including times of inclement weather such as snow, rain, heat, or cold.
- Must be willing to work flexible hours including 8+ hour days, late nights, early mornings, and weekends.
- Able to work effectively and maintain a disciplined and professional work ethic both with minimal supervision and in a team environment.
- Experience designing and implementing water quality monitoring programs including sampling for physical and chemical parameters, macroinvertebrate sampling, and habitat assessments.

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- Experience developing quality assurance/quality control plans preferred.
- Experience in environmental toxicology, environmental policy, biogeochemistry, aquatic system monitoring, and data interpretation.
- Strong writing skills, including technical writing, grant proposals, and writing for non-scientists.
- Experience successfully supervising staff, administering programs, and writing grants.
- Must have experience with Arc GIS, Microsoft Word, Excel, and PowerPoint.
- Must possess a valid, unrestricted Michigan Driver's License; vehicle insurance; a good driving record; and be insurable to operate fleet vehicles.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigation Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES

1. Complete training for this position as directed and when such training is available. Training and travel will include travel out of town and overnight stays. Attend trainings related to effective communication strategies, website development/design, CITI, marketing/advertising, media relations, etc.
2. Administer Water Quality Standards Program including preparing and submitting grant/contract applications, managing budgets, scheduling fieldwork, tracking and evaluating progress of goals and objectives defined in program work plans/contracts, writing semi-annual and final reports, updating technical documents, and further developing of program.
3. Shall be required to work with minimal supervision to solve both technical and practical problems
4. Serves as a contact with Indian Health Service for water and wastewater programs on Tribal lands in Baraga and Marquette counties and shall assist Indian Health Service when necessary.
5. Coordinates and communicates with the State of Michigan and EPA water division staff on Water Quality Standards Program implementation, response to water quality-related issues, shared workdays, and triennial updates to water quality standards.
6. Plan and oversee chemical, biological, and physical monitoring of water resources by field staff including updating Quality Assurance Project Plans, Monitoring Strategy, and Standard Operating Procedures for data collection efforts.
7. Assists Environmental Health Manager and Water Resources Manager with proper management of grants and Tribal Council funds necessary to implement program activities. Assists with management and oversight of subcontractors completing grant or Tribally-funded Water Quality Standards Program activities.

8. Serve as a technical expert on water quality criteria and related benchmarks for environmental pollutants to protect fish and aquatic life, wildlife, human health, recreation, and cultural resources.
9. Oversee the development of and implementation of KBIC's Tribal Water Quality Standards (WQS) including Clean Water Act Section 401 Certification of federal permits and Antidegradation decisions.
10. Lead the Triennial Standards Review (TSR) every three years.
11. Leads 401 certification reviews for federal permits resulting in discharges into waters of the US located within KBIC jurisdiction.
12. Investigates, reviews, and drafts comments on water quality-related permits.
13. Coordinate revisions to administrative rules, policies, and procedures related to water quality criteria identified as priorities by the Tribal Council and Natural Resources Department.
14. Supervise and train Water Quality Standards Program staff. Approve weekly payroll, conduct annual performance reviews, and provide direction in developing work plans.
15. Responsible for organizing and leading KBIC Water Team meetings, including providing updates and soliciting input when needed.
16. Manage water quality data including data entry, retrieval, management and preparing necessary data summaries and submissions.
17. Work with multiple computer programs including MS Word, MS Outlook, MS Excel, AWQMS and Arc GIS.
18. Implement the Beach Monitoring Project including coordinating routine and annual beach monitoring surveys, reviewing lab results, communicating with local health departments, posting public beach advisories, coordinating public outreach events, and submitting annual reports.
19. Identify new funding sources to address water quality needs and write grant proposals.
20. Conduct outreach to increase public awareness of water quality issues, including educational events such as the Environmental Fair, Lunch and Learns, and Website/ Newsletter articles.
21. Assist with other environmental projects as needed, including Electronic Waste Events and Trash Audits.
22. Attend and participate in professional group meetings, including tribal, federal, state, and local agencies and groups; stay abreast of current issues.
23. Assists the KBIC Departments and Tribal Council to implement various surface, ground, wetlands and wastewater programs, such as: groundwater protection, Non-point source water programs, outreach and education, drinking water testing and protection plans, well abandonment, and stormwater permit compliance inspections.
24. Ensures proper management of grants and Tribal Council funds necessary to implement program activities. Manages and oversees subcontractors completing Water Quality Standards Program activities.
25. Works with supervisor on the development of a Clean Water Act 319 Tribal Nonpoint Source Pollution Program, which includes establishing a Nonpoint Source Assessment Report and a Nonpoint Source Management Plan.

26. Performs other duties as assigned by the Supervisors or Natural Resources Director.

This position announcement summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.

Distribution Date: October 8, 2025

Closing Date: October 23, 2025 at 4:00pm

TERO approved:

Debra L. Piccirilli 10/8/25

Reviewed for barriers only!