



ROGUE VALLEY COUNCIL OF GOVERNMENTS

Position Description

Job Title:	Natural Resources Technician		
Department:	Natural Resources		
Location:	Central Point, OR		
Reports to:	Natural Resources Program Manager	Travel Required:	Yes
Last updated:	1/19/2018	Classification:	7
Direct Reports:	Type of position:	Hours: 20 hours / week	
None	Full-time <u>Part-time</u>	Exempt	
	Limited Duration On-Call	<u>Non-exempt</u>	
	Intern		
GENERAL DESCRIPTION			
<p>Performs water sampling, laboratory analysis, data entry, and assists with department projects (e.g., riparian restoration and education and outreach activities). Maintains field and lab supplies. Develops water quality monitoring data spreadsheets, procedural documentation, and reports. Follows Oregon Department of Environmental Quality and RVCOG control/quality assurances guidelines and safety protocols in the field and lab. Provides technical assistance on natural resource projects. Assists with coordination and development of department projects and sampling programs, attends meetings, and other duties as assigned.</p>			
ESSENTIAL JOB FUNCTIONS			
<ol style="list-style-type: none"> 1. Collects water samples at set locations primarily in Jackson County, and performs field tests for parameters including but not limited to, conductivity, turbidity, and temperature. 2. Conducts laboratory analysis of water samples for parameters including pH, biological oxygen demand, bacteria (E.coli), and phosphorus. 3. Responsible for safe operating procedures in the laboratory and for maintaining lab and equipment in good operating condition. 4. Performs quality control and quality assurance and ensures adherence to analytical standards. 5. Delivers samples for laboratory analysis as needed. 6. Collects, organizes, analyzes, and synthesizes information in the form of reports, tables, maps, charts, presentations, and graphics. 7. Performs additional field surveys and monitors restoration projects (plant surveys, photo points, etc.) as directed. 8. Inventories, maintains, and orders adequate supplies of field and laboratory equipment, chemicals, and other pertinent supplies. 9. Maintains and updates data accurately and in a timely fashion. 10. Assists in organizing meetings and participates in meetings as directed. 11. Assists with the development, coordination, and implementation of department projects and project tasks as directed. 12. Provides outreach to municipalities, watershed groups, agencies, schools, and the general public. 13. Provides timely project updates and sends electronic copies of reports to DEQ and TMDL participants. 14. Presents written and oral reports. 			
AUXILARY JOB FUNCTIONS			
<ol style="list-style-type: none"> 1. Other related duties as assigned. 			
SUPERVISORY RESPONSIBILITIES			
None.			

SUPERVISION RECEIVED

Receives supervision from the Natural Resources Program Manager.

RELATIONSHIP TO OTHERS

Maintains frequent contact and a good working relationships with local, state, and federal officials and staff, local member agencies, community-based organizations, watershed councils, contractors, and members of the general public.

ACCOMMODATIONS

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

QUALIFICATION REQUIREMENTS

EDUCATION, TRAINING, AND EXPERIENCE

1. Education: Associate's Degree or equivalent with coursework in environmental science, chemistry, biology, or related field; Bachelor's Degree preferred.
2. Experience: Experience in laboratory analysis and field sampling or related work.
3. Substitution: Any satisfactory equivalent combination of education, experience, and training that demonstrates the knowledge, skills, and abilities to perform the duties of the job.

SPECIAL REQUIREMENTS

1. License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of laboratory equipment and computer software.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Water quality sampling procedures and protocols;
2. Laboratory and chemical analysis standards and procedures;
3. Safety procedures for conducting laboratory analysis of samples and data collection in the field;
4. Field survey and monitoring methods for streams, water quality, restoration/planting projects, and other natural resources;
5. General environmental science/natural resources management knowledge;
6. Principles and methods of quality control/quality assurance; and
7. Specialized equipment/programs/experience (i.e. GPS, GIS, conducting education programs) is preferred, but not required.

Related skills:

1. Microsoft Office, including word processing and spreadsheets, desktop publishing, and project management software;
2. Networking skills and a professional demeanor; and
3. Developing, participating in, and using curriculum for education and outreach programs in schools and for the general public.

Ability to:

1. Use various specialized laboratory equipment relating to water analysis;
2. Work with chemicals, some hazardous;
3. Read, prepare, and understand statistical reports and recognize and correct mathematical and/or data entry errors;
4. Gather, organize, and analyze data and information with precision, draw conclusions, and formulate recommendations;
5. Work independently within assigned areas of responsibility;
6. Work on multiple tasks simultaneously;
7. Effectively organize and prioritize work;
8. Work safely in harsh weather conditions and over rough terrain;
9. Effectively communicate both orally and in writing; and

10. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people including member jurisdictions, partners, agencies, and the general public.

PHYSICAL DEMANDS

(1) Mobility: frequent sitting for long periods of time; bending or squatting; walking on uneven and unstable terrain. (2) Lifting: occasionally up to 50 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: frequent use of lab equipment, keyboard and repetitive motion. (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

WORK ENVIRONMENT

Work is performed under a variety of conditions. For water quality purposes, frequent travel to field sites in Jackson County is required, which can entail being exposed to inclement weather conditions and negotiating uneven and unstable terrain. In addition, most of the testing must be performed in a laboratory environment, using hazardous chemicals. A portion of the water quality work, and all of the administrative work, is performed in a typical office environment utilizing a personal computer, telephone, and a variety of office equipment. Travel in the two-county area (Jackson/Josephine) may be required to attend meetings; and attendance at evening and weekend meetings may also be necessary.

ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY: **Greg Stabach** Date: 1/19/2018 **Natural Resources Program Manager**

REVIEWED BY: **Ann Marie Alfrey** Date: 1/19/2018 **HR Manager/Assistant to Executive Director**

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