



**Quileute Tribal Council**

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**  
P.O. Box 279 • La Push, WA • 98350  
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Fisheries Biologist I

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

**The Quileute Tribe**  
**Human Resources Department**  
**P.O. Box 279**  
**La Push, Washington 98350**

Or via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

**Ensure your Application contains:**

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Driver's License
5. Tribal Enrollment Verification
6. Credentials
7. Certification(s)
8. Diploma(s): High School, College
9. Unofficial Transcript(s)
10. Writing Sample(s)

**NOTE:** *Incomplete applications will not be considered.*

Position: **Fisheries Biologist I**  
Supervisor: Chief of Fisheries  
Location: La Push, Washington  
Work Info: Full Time: 40 Hrs/Week  
Salary: \$25.12 - \$37.69 DOQ/DOE  
Closes: Open Until Filled

**POSITION SUMMARY:**

Works with the Quileute Natural Resources personnel in the collection of commercial sampling data, spawning survey data, and other information necessary for the management of fisheries resources important to the Quileute Indian Tribe. Applicants will be required to 1) supervise technical staff; 2) conduct spawning surveys, correctly identifying and counting salmon redds; 3) provides accurate data to the Chief of Fisheries for updating annual forecasting and harvest management models and assists with salmon and steelhead escapements; 4) sample commercial harvest; 5) assist in routine maintenance tasks; and 6) other duties as assigned. The ability to work independently and on evenings, weekends, and holidays is required. This position involves strenuous activity and working in adverse weather conditions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Assist in the supervision and daily assignments of fisheries staff.
- Collect field data associated with adult salmon (and steelhead) in the Quillayute River System watershed including accurately identifying and counting all pacific salmon species redds in the Quillayute River system
- Review, record, and tabulate data gathered by themselves and by others and perform quality control on all data. Conduct spawning-area counts for adult salmon, collect biological data from salmon carcasses, and monitor/sample Indian Gill Net (IGN) catch.
- Provides accurate data to the Chief of Fisheries for updating annual forecasting and harvest management models.
- Explain research projects and sampling procedures to Quileute Tribal members to enlist cooperation and support for QNR priorities.
- Walk streams and float rivers on rafts and drift boat to access and count salmon redds and carcasses. Takes biological samples from salmon carcasses in the field while conducting red surveys and sampling IGN catch.
- Care for and maintain assigned equipment. Ensure that assigned vehicle maintenance is conducted at prescribed intervals.
- Examining commercial, ceremonial and subsistence catch including identifying, counting, measuring, taking scales, removing salmon snouts, and detecting, removing and reading Coded-wire tags (CWTs).
- Accurately entering data into spreadsheets, databases and other computer software programs.
- Entail working nights and/or weekends, holidays and overtime. Additionally, work will be performed in a variety of locations around the Quillayute Watershed.
- Assist with chinook broodstock collection.
- Mount scales on scale cards.

## **WORK ENVIRONMENT:**

- The primary work schedule will be 40 hours per week conducted on a set schedule between 8:00 am and 4:00 pm, five days per week and will include work on some weekend days and holidays. The majority of work will be conducted in the outdoors and may be in inclement weather conditions including snow, rain, wind, and direct sun. Hiking through dense forests, on wet rocks, in the water, and working on boats is required. Job duties will also be performed in an office setting.

## **PHYSICAL DEMANDS:**

- This position requires the ability to stand and walk for long periods of time, often outdoors in remote locations over rugged terrain up to 10 miles per day and may require the ability to repetitively carry loads up to 50 pounds for short distances over rough terrain. Work will involve walking and (occasionally) rafting in swift-water streams or rivers to survey salmon spawning areas. Work will occasionally occur during periods of inclement weather. Acute vision is important for proper adult salmon identification. Attention to detail and good record keeping are required for accurate data

## **SKILLS, KNOWLEDGE AND ABILITIES**

- Physically able to work in the field in all weather conditions and have the ability to pack 50 lbs of equipment if needed.
- The candidate must have previous supervisory experience.
- Knowledge of current NW salmon stock management practices, with an understanding of tribal fishery management issues.
- Demonstrated knowledge of riverine fisheries biology or hydrology with preferred experience in the salmon and steelhead stocks of the Quillayute U&A.
- Must be able to work independently with little supervision.
- Must be able to maintain confidentiality of information received orally or through written documents.
- Leadership capabilities.
- Working knowledge of salmon life history and identifying Pacific salmon and their redds.
- Experience collecting biological samples from Pacific salmon and other fish species.
- Proficiency in accurate data collection and organization.
- Requires carrying heavy loads for long distances over rough terrain.
- Requires driving long distances in tribal-owned vehicles.
- Requires hiking up to 10 miles per day on uneven ground.
- Requires wading and navigating boats through various bodies of water such as rivers and lakes for long periods of time in inclement weather.
- Know how to mount scales and submit scale cards and CWT snouts in a timely manner.
- Necessitates working alone in isolated areas.

## **QUALIFICATIONS:**

### **Required:**

- Bachelor of Science in Fisheries or related biological discipline with 2 years of relevant work experience involving native Pacific salmon stocks and their habitats.
- Demonstrated ability to use Microsoft software (Excel, Access, Word, and Power Point).

## **SUPERVISORY RESPONSIBILITY:**

The candidate will be responsible for supervision of all field crew technicians.

## **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Disclaimer:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

## **GENEROUS BENEFITS PACKAGE:**

- Employer paid medical, dental, vision package
- Employer supported 401K
- Employer paid life insurance
- Paid holidays
- Professional development assistance
- Employee Assistance Program

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