

This job description serves as a guide for establishing the criteria to fill a specific function or appraise the level of performance related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring an employee. The job duties referenced here are examples and may change from time to time.

**1. Job Summary**

- a) Hourly, non-exempt, full-time, regular, non-supervisory position.
- b) The Natural Resource Specialist –
  - i) assists the Natural Resources Department in collecting field data and managing activities under the Water Management Plan, Southern Arizona Water Rights Settlement Act (SAWRSA), Asarco Mine Reclamation, and other natural resources programs.
  - ii) collaborates with District departments, the Tohono O’odham Nation Natural Resources Department, the Uam Komlik Livestock Association, federal agencies, and consultants.
- c) Supervised by the Natural Resources Director.
- d) Salary Range – NE9.

**2. Responsibilities**

- a) Essential Duties.
  - i) Acknowledges and greets all visitors and District employees politely and professionally.
  - ii) Responsible for maintaining existing projects under SAWRSA and the District’s Water Management Plan.
  - iii) Maintains monitor well field logs, takes various measurements including depth to water, well depth, water quality, flow rates, well construction, well log data, records rainfall, aquifer recharge, riparian restoration information, and for various natural resources investigations.
  - iv) Maintains piezometers and pumps, collects and describes geologic and soil samples in the field, and analyzes samples in the laboratory.
  - v) Records water use data in the field and maintains monthly and annual water use records for various District projects.
  - vi) Performs engineering duties in monitoring and assessing mine reclamation activities related to surface and groundwater, soils, re-vegetation, inspection of stormwater features, contracts for repairs as needed at the reclamation site, and tracks current and future consultant work on Asarco Mine.
  - vii) Schedules and attends committee meetings as needed to discuss mine reclamation activities and works with livestock association for any fencing issues at the mine.

- viii) Assists with performing biological field surveys and other biological fieldwork, including evaluating the occurrence, condition, and location of native and invasive plants, animals, and endangered species.
- ix) Assists with planning, implementing, and monitoring the District Range Management Plan.
- x) Monitors the installation and maintenance of water infrastructure such as water delivery pipelines, flow meters, valves, channels, Green Stormwater Infrastructure, and check dams.
- xi) Monitors and records CAP water use and projected water use spreadsheets; updates spreadsheets and communicates relevant information to SXD water users; orders CAP water for District uses.
- xii) Provides hydrologic and environmental site assessments as requested.
- xiii) Researches and assists with grant applications to support District natural resource projects and programs.
- xiv) Conducts outreach and education for natural resources, plant and wildlife-related projects, and restoration efforts.
- xv) Compiles and catalogs research data, reports, and studies to maintain the Natural Resources Department library.
- xvi) Coordinates with external entities that may impact District lands.
- xvii) Attends and participates in departmental, All-Staff, and other job-related meetings and trainings.
  - a. Maintains professional and technical knowledge by attending seminars, educational workshops, classes, conferences, and the District's Monitor Training.
- xviii) Maintains confidentiality of all sensitive information.
- xix) Performs other duties as assigned and executes other responsibilities and projects as necessary.

3. Knowledge, Skills, and Abilities

- a) Ability to –
  - i) operate scientific instruments and equipment, including water measurement equipment, electronic data loggers, and GPS equipment.
  - ii) deal effectively with the public; good communication skills, written and verbal.
  - iii) operate four-wheel-drive vehicles in rough terrain.
  - iv) apply sound judgment to make independent decisions in the field.
  - v) maintain accurate and organized records.
  - vi) work flexible hours.
- b) Skilled in –

- i) effective verbal and written communication.
  - ii) mathematics and computer software, including Word, Excel, and ArcGIS.
  - iii) identifying native plants and animals and invasive plants found in the Sonoran Desert.
  - iv) studying and using aerial photographs, topographic maps, road maps, and legal descriptions.
- c) Knowledge of –
- i) principles of natural sciences related to natural resources management such as geology, hydrology, biology, or chemistry.
  - ii) civil engineering.
  - iii) basic mechanical skills to install and make simple repairs on field equipment and instruments.

4. Working Conditions

a) Environment.

Hot  Noisy  Dust/Fumes

Cold  Outdoors  Chemicals  BTI

Contact with substances that could cause allergic reactions:

Yes  No  Describe: Pollen, dust, insect stings

Protective Equipment Used: Safety vest, steel-toed boots, hard hat, safety glasses, and earplugs as needed.

Other:  Explain:

b) Physical Activities and Requirements.

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling	✓				
Climbing Ladders				✓	
Climbing Stairs	✓				
Collating/Filing		✓			
Digging		✓			
Dialing		✓			
Hearing			✓		
Lifting/Carrying 25lbs.	✓				
Lifting/Carrying 50lbs.	✓				
Lifting/Carrying 75lbs.				✓	
Reaching Overhead	✓				
Reading			✓		
Repetitive Motion/L-R		✓			
Speaking		✓			
Standing		✓			
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard		✓			
Vehicle Operation		✓			
Walking		✓			

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Writing		✓			
Other:					

5. Qualifications

- a) Bachelor’s Degree in Natural Resource Management, Biological Science, Civil Engineering, or any combination of training, education, and experience, which demonstrates the ability to perform the position’s duties and responsibilities.
- b) Able to obtain San Xavier District Monitor certification by attending and completing bi-annual training.
- c) Valid Arizona Driver’s License with no DUIs or major traffic offenses within the past three (3) years.
- d) Bilingual – O’odham/English preferred.

Per the Indian Preference Act (Title 25, US Code, Section 472 & 473), the San Xavier District gives preference when filling vacancies to (in sequential order):

- (1) enrolled members of the San Xavier District
- (2) enrolled members of the Tohono O’odham Nation
- (3) enrolled members of other nations or tribes
- (4) all other qualified candidates

San Xavier District is committed to providing Equal Employment Opportunities.

**Reviewed and Approved By:**

Employee Acknowledgement: \_\_\_\_\_ Effective Date \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Effective Date \_\_\_\_\_

Next Level Supervisor: \_\_\_\_\_ Effective Date \_\_\_\_\_

***San Xavier District is an “Alcohol/Drug-Free Workplace.”***