

SITKA TRIBE OF ALASKA
Job Description
Resource Protection Department
TITLE: Environmental Lab Assistant

Department: Resource Protection Department
Reports to: Environmental Lab Manager
Prepared by: Environmental Lab Manager
Funding Source: Grant Funded Position

Salary Range: \$19.50 - \$22.50/hour
Benefits: Yes
Approved by: General Manager
Date: May 1, 2019

I. SUMMARY:

This individual is responsible for assisting the Environmental Lab Manager with conducting laboratory analysis specific to marine biotoxins, contaminants, and ocean chemistry as part of the Southeast Alaska Tribal Ocean Research (SEATOR) program; maintaining functionality of the Sitka Tribe of Alaska Environmental Research Lab and the STA Ocean Chemistry Lab; and producing biotoxin reports, results summaries, and public service announcements.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Job Duties

1. Process shellfish and phytoplankton samples, including documenting, shucking, filtering, homogenizing, extracting toxins, and biotoxin analysis.
2. Maintain and operate a "Burke-o-Lator" continuous pCO₂/TCO₂ analyzer to determine Sitka's baseline ocean conditions. Analyze discrete water samples from SEATOR partner communities.
3. Perform basic maintenance and calibration on lab equipment.
4. Use a variety of testing methods to analyze marine biotoxins and ocean chemistry parameters accurately and in a timely manner.
5. Perform complex laboratory tasks independently and consistently.
6. Participate in the Traditional Foods Program by assisting with the collection, processing, and distribution of traditional foods to Tribal Citizens and Elders.
7. Respond to questions/comments courteously and promptly.
8. Other duties as assigned.

B. Reports and Meetings

1. Keep Resources Protection Department staff informed about projects and duties via weekly staff meetings.
2. Attend monthly lab meetings with SEATOR staff.
3. Attend SEATOR quarterly calls.
4. Attend STA all-staff meetings and events which may occur after hours or on weekends, including but not limited to the Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year.
5. Prepare reports for inclusion in the Resources Protection Department report to Tribal Citizens in periodic Newsletters and the Annual Report.

III. MINIMUM QUALIFICATIONS:

A. Education:

- Bachelor of Science in chemistry, biology, geology, marine sciences or other applicable field. Major field of study must have included lab classes.
- AND experience working independently and on a team to accomplish program goals.

B. Experience, Skills and Abilities

- Experience with analytical chemistry and laboratory research, including data collection, sample processing, analysis, and reporting. Experience with ocean acidification and/or biotoxin analysis preferred.
- Intermediate experience with computer systems and software such as Microsoft Word, Excel, and Google sheets.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to work with Tribal, State, and Federal agencies.

IV. PREFERENCE

Tribal Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

Drug and Alcohol-Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

Criminal Background Check.

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position who

- has been convicted of any crime involving a sexual offense.
- has been convicted, plead no contest to, or has a current pending charge of a felony.
- has been convicted or plead no contest to a misdemeanor domestic violence offense.
- is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an imminent partner or child.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.