

**SITKA TRIBE OF ALASKA**  
**Job Description**  
**Environmental Lab Specialist I**

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**Benefits:** Yes

**Department:** Resource Protection Department

**Reports to:** Environmental Lab Manager

**Date:** March 24, 2021

**Salary Range:** DOE

**Funding Source:** Grant Funded

**Approved by:** General Manager

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**I. SUMMARY**

The Environmental Lab Specialist is responsible for assisting the Environmental Lab Manager with conducting laboratory analysis specific to marine biotoxins, contaminants, and ocean chemistry. Assist with developing the standard operating procedures for laboratory methods and maintaining the functionality of the Sitka Tribe of Alaska Environmental Research Lab and the STA Ocean Chemistry Lab, and creating biotoxin reports and public service announcements.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**A. Job Duties**

- Coordinate with the Lab Analyst to conduct day to day sample processing tasks in the Sitka Tribe of Alaska Environmental Research Lab and the STA Ocean Chemistry Lab
- Collect and process shellfish, phytoplankton, and ocean chemistry samples, including shucking, filtering, homogenization, and extraction
- Maintain the continuous ocean chemistry monitoring equipment (Burke-o-Lator), including all routine maintenance
- Process discrete ocean acidification samples, QC data, and produce reports for stakeholders.
- Coordinate and implement weekly/monthly lab tasks specific to the Ocean Chemistry lab
- Perform maintenance and calibration on lab equipment including Burke-o-Lator, freezers, MQ system, scales, pipettes, plate readers, pumps, and plumbing
- Develop and maintain protocols and procedures for laboratory tasks
- Utilize a variety of testing methods to analyze marine biotoxins and ocean chemistry parameters
- Maintain the STAERL sample database and OA database
- Work with a dynamic team to pursue the completion of project goals
- Assist with education efforts as needed, including annual workshops, K-12 lessons, RASOR students, and training SEATOR partners
- Assist with grant writing and reporting

- Work closely with the program director to determine project timelines, priority, and goals
- Participate and assist in all RPD programs as needed (subsistence food collection and distribution, office upkeep, etc.)
- Train staff on the sample, processing, analysis, maintenance, and QA/QC
- Understand the basics of phytoplankton sampling, identification, and harmful algal bloom dynamics. Be able to supplement STAERL data dissemination with this information
- Perform complex laboratory tasks independently and consistently
- Represent STAERL professionally at local and state meetings and conferences
- Respond to questions/comments in a courteous and timely manner
- Participate in the Traditional Foods Program by assisting with the collection, processing, and distribution of traditional foods to Tribal Citizens and Elders
- Other duties as assigned.

#### **B. Reports and Meetings**

- Keep Resource Protection Department staff informed about projects and duties via weekly staff meetings
- Attend monthly lab meetings with SEATOR staff
- Attend SEATOR quarterly calls
- 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
- 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 AND;
- experience in a chemistry laboratory setting analyzing environmental data AND;
- experience working independently and as a team to accomplish program goals AND;
- excellence in data input, interpretation, and QA/QC.

#### **B. Experience, Skills and Abilities**

- Experience with analytical chemistry and laboratory research, including data collection, sample processing, analysis, and reporting. Experience with HPLC instruments preferred
- Ability to effectively communicate research findings through written and oral media to diverse audiences

- Intermediate experience with computer systems and software such as Microsoft Word, Excel, and statistics
- Ability to define problems, to collect data, to establish facts, and to draw valid conclusions
- Ability to work with Tribal, State, and Federal agencies.

#### **IV. ADDITIONAL**

##### **A. 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.

##### **B. 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.

#### **V. PREFERENCE**

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

#### **VI. HOW TO APPLY FOR VACANT POSITIONS**

Anyone interested in applying for a vacant position at Sitka Tribe of Alaska can email the following to [jobs@sitkatriben-sn.gov](mailto:jobs@sitkatriben-sn.gov).

##### **Required documents:**

1. Complete STA Job Application
2. Complete STA Background Check Supplemental form
3. Cover Letter
4. Job Resume