



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	N
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	N

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Kukutali Preserve Caretaker

DEPARTMENT: Environmental Protection (DEP)/Natural Resources

PAYRATE: \$15.07/hr to \$19.31/hr DOQ

CLOSES: OPEN UNTIL FILLED; Application Review starts May 15th, 2024

POSITION SUMMARY:

Under immediate to general supervision, responsible for general caretaker, ambassador and stewardship functions at Kukutali Preserve for Washington State Parks (WA Parks) and the Swinomish Indian Tribal Community (Tribe), as represented by the Kukutali Preserve Management Board (Board). Employee in this classification is responsible, in coordination with the Department of Environmental Protection (DEP) staff and WA Parks, for coordinating Preserve maintenance, visitor access, outreach, and contact for public safety. This is a part-time, permanent position based at Kukutali Preserve and is supervised by the DEP Environmental Director in coordination with the Park Manager of Deception Pass State Park. Work hours will be flexible and dependent on seasons and tides and needed duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Access and Public Safety:**
 - Educates the public on appropriate and prohibited uses of Kukutali Preserve and adjacent Tribally-owned tidelands.
 - Monitors Kukutali Preserve and adjacent Tribally-owned tidelands [with focus on -1.0 foot (Mean Lower Low Water - MLLW) or lower tide periods] for compliance with Swinomish Tribal Code, Kukutali Preserve Master Management Plan, and Washington Administrative Code (WAC).
 - Maintains a journal or log documenting monitoring of activities, educational contacts, possible violations, or other unusual incidents and presents findings to quarterly Board meetings.
 - Communicates with Tribal and WA Parks enforcement officers to enforce rules and laws to prevent unauthorized access or damage to Kukutali Preserve property or adjacent Tribally-owned tidelands.
- **Maintenance Liaison:**

- Caretaker will use their own judgement on completing maintenance tasks or when assistance is needed communicates to WA Parks staff for trail clearing maintenance, lawn mowing, infrastructure (fences, signs, restrooms, etc.) maintenance, and caretaker house repairs;
- Maintain tools and supplies essential for caretaking of Kukutali Preserve and adjacent Tribally-owned tidelands;
- Implements, supports, or coordinates caretaker house repairs and maintenance as approved by Board; and,
- Supports other maintenance tasks as directed by supervisor.
- **Ambassador & Outreach:**
 - Communicates with the public both orally and in writing including providing public information, answering questions, and giving directions.
 - Prepares interpretive materials and/or interpretive tours (in coordination with DEP Outreach) on Board approved topics regarding Preserve approved uses, resources, and related topics.
 - Participates in Tribally hosted events that occur at Kukutali.
 - Coordinates approved volunteer activities.
- **Resource Stewardship:**
 - Frequently hikes roads and trails to deepen connection to Mother Earth and ensure proper nurturing and protection of Mother Earth.
 - Works with Swinomish Indian Tribal Community Citizens/Members to ensure access to Kukutali Preserve is available to deepen Tribal Citizens/Members' connection to our territory.
 - Recognizes, understands, values, manages, and protects natural and cultural resources at Kukutali Preserve and on adjacent Tribally-owned tidelands including beaches, estuaries and wetlands, clam garden, archaeological sites, and other sensitive or endangered sites.
- Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- Minimum education requirements: High School diploma or General Equivalency degree (GED);
- Experience working with the Swinomish Tribal Community; and, working with and coordinating staff, contractors, and volunteers.
- Complete Tribal Housing agreement for use and occupation of caretaker residence.
- Valid Washington State Driver's License.
- Physical ability to work in the field including forests, wetlands, and at beaches.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Practical experience or knowledge in environmental, natural resources, Preserve history, and Salish Sea island resources (cultural and natural).
- Proper maintenance and operating procedures for general light duty property maintenance: Lawn mower; trimmer; chainsaw; household power tools (IS DESIRED).
- Excellent verbal and written communication and interpersonal skills;
- Ability to work independently and efficiently; and,
- Commitment to environmental protection and sensitivity to tribal issues.

WORK ENVIRONMENT AND TIME COMMITMENT

- Work schedule is 10-15 hours per week. This is a part-time position.
- Work is performed both in an office environment and outdoor field environment. Must be physically able to work in the field including, bending, lifting, walking over rough terrain, wading in streams, wetlands, and at beaches.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Water Resources Analyst is considered to be a non-exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extensive criminal background check.

TRIBAL PREFERENCE: Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities. Employees working with vulnerable populations will be required to submit to drug and alcohol screening as needed.

Employee: _____ Date: _____

Supervisor: _____ Date: _____