

CHEYENNE RIVER SIOUX TRIBE
ENVIRONMENTAL PROTECTION DEPARTMENT
106 WATER QUALITY PROGRAM
WATER QUALITY SPECIALIST

DESCRIPTION OF WORK

General Statement of Duties: Performs a variety of duties pertaining to the 106 Water Quality Program. Conducts library, and field research.

Supervision Received: Works under the immediate supervision of the DENR Director.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Conducts monthly field research activities.

Conducts updates to Quality Assurance Project Plan and Crosswalk yearly.

Collects water samples per Standard Operating Procedures under EPA and CRST requirements.

Researches and updates all 106 Water Quality Program data.

Assists in watershed assessments and reservation-wide watershed study.

Conducts a Rosgen stream classification.

Inputs all field data from both Cheyenne and Moreau River monitoring program into CRST DENR water quality database.

Formulates analysis of water quality data into monthly, quarterly, and yearly reports.

Enters lab and field data into the ImLink system and AWQMS database on a program computer.

Verifies input data to ensure accuracy of completed work; scans and edits for errors during processing.

Cross references and verifies data to ensure accuracy and completeness; recognizes problems in source documents and calls to the attention of the supervisor.

Extracts information according to specific criteria and generates reports for the 106 Water Quality Program upon request.

Inputs and retrieves alphabetical and numerical information in prescribed format, utilizing knowledge of various computer software packages.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Ability to follow verbal and written instructions. Ability to effectively communicate verbally and in writing. Must possess ability to make clear, concise and effective verbal and/or written presentation's and reports. Must be able to understand Federal and Tribal rules and regulations pertaining to the Clean Water Act and Clean Air Act. Must have advanced computer skills, including computer knowledge in Word, Excel, and GIS. Advanced skills in the ImLink Program and AWQMS Program for the 106 Data Entry. Must be able to work and communicate with the public; work cooperatively with other staff; work with minimal supervision, be a self starter; exercise independent judgment, and complete work in a timely manner to meet deadlines. Must adhere to confidentiality. Must be willing and able to travel and attend training as required.

Education: Must have a Bachelor's degree in Environmental studies.

Experience: Two years of experience in Hydrology, Environmental Science, Biology, Natural Resources, or related field is required. Experience using YSI probes/meters. Experience with advanced computers and water quality sampling techniques and/or training in water resources field.

Special Requirements: Must be able to be insured by the Cheyenne River Sioux Tribe and have access to transportation with a valid SD driver's license. Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks.

Revised Date: 12/19/25