

## WATER RESOURCES SPECIALIST II

### Summary

Well organized Water Resources Specialist II offering four and a half years of experience in permit writing, land use planning, and development review. Serves as a Natural Resources Department lead to assist Lummi Planning and Public Works in obtaining and complying with federal permits for all large development projects on the Lummi Indian Reservation. Experienced in multiple project management, including coordination with contractors, consultants, project managers, project engineers, and agency representatives. Assists community members and applicants in understanding Tribal Codes of Laws and development requirements, including documentation and issuance of stop work orders for land use and permit violations. Conducts site visits and performs assisted wetland delineations in support of development proposals and permit review.

### Highlights

- Use of Microsoft Access for permit tracking and documentation
- Ability to use geographical positioning systems (GPS) in support of field investigations
- Use of Geographic Information Systems (GIS) to document and present findings
- Knowledge of Microsoft PowerPoint presentation software
- Skilled in project management, record keeping, and documentation
- Ability to work with multiple agencies and other professionals on projects
- Ability to interact and communicate effectively with the public
- Highly organized and detail oriented

### Accomplishments

Permit writer and storm water compliance officer for a busy natural resources department, consulting on and developing 100 permits per year while supervising a water quality monitoring program and managing 7-10 storm water projects.

### Experience

#### Water Resources Specialist II

January 2012 to Current Company Name - City, State

- Review, conduct site visits, consult, develop permit conditions, and maintain records for all Land Use Applications received by the Lummi Planning and Public Works Department. Includes coordination and support of the wetland inventory update program and evaluation of development proposals for impacts to wetlands and other sensitive natural resources.
- Ensure all federally permitted development projects comply with permit conditions. Includes Storm Water Pollution Plan review and approval, attendance of regular project meetings, coordination with contractors, project managers, project engineers, other agencies, and project file maintenance and documentation.
- Supervision of surface, marine and ground water monitoring program and associated Water Resources Specialist. Development of project capacity with changing program goals and needs of the department and community. Includes support of field work and operation of a boat for water quality samples collected at marine sample sites.
- Demonstrated ability to write reports that accurately reflect field conditions and have proven to organize time effectively and meet task objectives in a timely manner.

#### Water Resources Technician III

February 2007 to January 2012 Company Name - City, State

- Coordinated and implemented the surface, marine and groundwater quality monitoring program for the Reservation.
- Conducted data entry and quality assurance and quality control to ensure collection of high quality usable data.
- Assisted database programmer with database development for permit and water quality programs.
- Maintained sampling equipment, ordered supplies and communicated with vendors.

#### North Puget Sound Gypsy Moth Supervisor

May 2005 to November 2006 Company Name - City, State

- Advertised, recruited, hired, trained and supervised six technicians as trappers for the Washington State Gypsy Moth Program.
- Conducted meetings and attended meetings at the State office in Olympia.
- Performed planning and quality assurance/quality control activities requiring long hours and travel.
- Provided coaching and mentoring of technicians as needed.

#### Architectural Control Assistant

March 2006 to June 2006 Company Name - City, State

- Performed building plan submittal, review, and record keeping.
- Served community members with questions on permit applications.
- Assisted with preparing agendas for meetings, conducting meetings and documenting meeting minutes.
- Coordinated and assisted with the Tree Subcommittee site visits.

### Education

Bachelor of Science : Environmental Science and Geology, 2004 Western Washington University - City, State Conducted field studies to determine water quality health of streams, authored many written works, such as lab reports, policy memos, research papers, and co-wrote an Environmental Impact Statement. Prepared classroom presentations.

Associate of Science : Freshwater Ecology , 2002 Whatcom Community College - City , State Focus on freshwater ecology of streams and identification of macroinvertebrate assemblages.

#### Skills

A tenacious, courteous, diplomatic, and professional self motivated individual who requires minimal supervision.