Mashpee Wampanoag Tribe
483 Great Neck Rd. P.O. Box 1048 Mashpee, MA 02649
Phone (508) 477-0208 Fax (508) 477-1218

Job Title: Shellfish Farm Field Assistant

Department: Natural Resources

Status: Contractual Part-Time, Temporary. Assignment runs from approximately May 1, 2011 until approximately the second week of December 2011.

Hours: up to 34 hours per week

Salary: $15.00 per hour

Open Date: April 7, 2011

Closing Date: April 21, 2011

Summary: Person will report to the Farm Manager, assist in the operations of the Mashpee Wampanoag Tribe's shellfish farm.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Assist in water quality monitoring.
Assist in various shellfish propagation activities, culturing and maintaining shellfish seed in shellfish nursery system and harvesting for market.
Assist in the design and construction of structures and equipment to be used in management of the shellfishery. Maintenance and care of boats, trucks and aquaculture gear.
Assist NRD staff in establishing an education and training program for tribal members in disciplines relating to natural resources.
Assist NRD staff in conducting system wide mapping of eelgrass and macro algae mats and assist in annual shellfish surveys.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Writes clearly and informatively

Follows policies and procedures
Able to deal with frequent change, delays, or unexpected events
Is consistently at work and on time
Follows instructions, responds to management direction.
Volunteers readily; ask for and offers help when needed.
Exhibits sound and accurate judgment.
Uses time efficiently.
Treats others with respect and consideration regardless of their status or position
Demonstrates accuracy and thoroughness
Completes work in timely manner.
Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
Commits to long hours of work when necessary to reach goals
Shows respect and sensitivity to Native American culture.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:
High school diploma or general education degree (GED) or; experience or training in environmental science, marine biology or shellfish aquaculture is desirable; experience handling and operating vessels up to 22 feet and boat trailer transportation is highly desirable.

Language Ability:
Ability to read and comprehend simple instructions, short correspondence, and memos Ability to write simple correspondence Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization

Math Ability:
Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's Ability to perform these operations using units of American money and weight measurement, volume, and distance

Reasoning Ability:
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations

Certificates and Licenses:
Must possess a valid driver's license

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the person is regularly exposed to outdoor weather conditions, which at times includes extreme weather and environmental conditions.
The noise level in the work environment is usually moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person must frequently lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to stand and walk.
The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl and frequently has to walk in mud and water with hip boots or chest waders.
The employee is occasionally required to sit.

Additional Requirements:
Person will be a contractual employee, responsible for their own taxes (1099) and receives no benefits, whatsoever. Person must be willing and able to respond to weather related emergencies related to the shellfish farm operations. Employees also must be willing and able to work based on the needs of the organization. Farm work may require occasional assignments on weekends and holidays, primarily working at low tide based on prevailing tides and tidal charts.

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)