

JOB OPENING ANNOUNCEMENT

Job Title: Environmental Specialist

Reports to: EPD Manager

Department: EPD

Job Vacancy: YAN-24-053

Status: Full-Time; Non-Exempt

Starting Wage: DOE

Re-Open Date: 5/6/2024

Closing Date: 5/17/2024

POSITION DESCRIPTION:

The Environmental Specialist will become familiar with all aspects of the Nation's Environmental Protection Department. The position is funded by GAP (General Assistance Program), CWA Sections 106 & 319 grants from the U.S. EPA and is limited to performing activities as outlined by each EPA Work plan.

Program activities include but are not limited to:

- Pollution prevention
- Air and water quality sustainability
- Solid waste and recycling management
- Pesticide, toxics and human health protection
- Riparian restoration
- Climate change

An important component of the position is outreach, including youth and community education, assisting with preparing written articles, reports and working with other Tribal Administration staff to provide general support for the Environmental programs, for solid waste, water, wastewater and pesticides.

QUALIFICATIONS:

- Must possess some college education in Environmental Science or related work experience.
- Excellent verbal, writing and organizational skills.
- Computer literate, intermediate or advanced with Microsoft Office with an emphasis on Word, Excel and PowerPoint.
- Capable of interpreting and following applicable codes and ordinances.
- Ability to work cooperatively as part of a team or committee to analyze problems, prepare and propose solutions, in accordance with Tribal Environmental Programs (TEP) plan goals.
- Ability to understand complex problems and review related information to develop and evaluate options and implement solutions.
- Ability to work with people of all ages and diverse backgrounds in a courteous and professional manner.
- Ability to maintain tactful relationships with Tribal members and other community residents, regulatory agencies, fellow employees and the general public.

- Experience working with tribal government preferred.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Perform tasks documented in the GAP work plan in each of the commitments.
- Documents Gap quarterly progress reports to EPA Region 9.
- Assist in planning, documenting and carrying out specific projects to implement the ETEP plan in accordance with applicable codes, regulations and the US EPA GAP Grant Work plan.
- Conducts water quality and macro-invertebrate sampling every quarter under the 106 programs.
- Conducts macro-invertebrate sampling bi-annually.
- Water Quality Data entry, into WQX, CDX
- Conduct community outreach for the Tribal Environmental Program through education, activities, newsletters and active participation in the community.
- Interact with regional agencies such as county, USFS, fire, and private businesses to accomplish departmental projects.
- Attend training classes and workshops, as needed to further program goals.
- Conduct research, collect, organize and refine data for reports and surveys.
- Implement Tribal Solid Waste Plan including annual update and coordinating activities outlined therein.
- Assist in preparation of a variety of reports to the Tribal Administration, Tribal Council and the EPA GAP grant program including quarterly, progress, fiscal and project-based reports.
- Maintain accurate files and records of departmental activities, inspections, test results, etc.
- Capable of interpreting and implementing applicable codes and ordinances.
- Ability to work cooperatively as part of a team or committee to analyze problems, prepare and propose solutions, in accordance with ETEP Plan goals.
- Ability to maintain tactful relationships in a courteous and professional manner with Tribal members and other community residents, regulatory agencies, fellow employees and the general public.
- Attend conferences, forums, workshops, and training classes as needed to further program goals.
- Perform other related duties, as required.

PHYSICAL REQUIREMENTS

The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

