



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 028-19

OPENING DATE: 01/29/2019

CLOSING DATE: 02/12/2019

POSITION: Environmental Specialist
PAY GRADE: E9 (\$21.52/ph to \$26.85/ph)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Public Service Department
REPORTS TO: Environment Division Manager
BACKGROUND LEVEL: Public Trust

POSTED: WITHIN

JOB PURPOSE: Conducts assessments, field surveys, research, analysis, and environmental impact reviews on development and restoration projects according to established goals and objectives and in compliance with applicable laws, regulations, ordinances and regulatory agencies. Works with federal, state, local and tribal government staff to help protect the natural resources of the Pueblo of Isleta.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Determines threats to human health and/or environmental quality of the Pueblo of Isleta using the best available science and investigative methods to identify potential consequences and develop solutions.
- Assists in the development of a pesticide management program.
- Oversees and observes groundwater monitoring at hazardous waste sites and reviews sanitary surveys conducted by IHS or EPA.
- Reviews housing applications for environmental impacts and natural resource protection including fire safety, and closeness to restricted areas
- Develops written reports and environmental assessment documents on the results of investigative monitoring and environmental effects analysis.

- Conducts environmental impact reviews according to the National Environmental Policy Act (NEPA) and National Resources Inventory (NRI) guidelines to include: field work, research, analysis, and report writing.
- Provides technical assistance to other environmental staff, other departments, committees, groups and community members on programs and projects.
- Responds to environmental emergencies on the Pueblo.
- Drives tribal vehicles to work sites; walks to sites when required.
- Implements and observes safety rules to ensure and maintain a safe work environment.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- Bachelor's Degree in Biology, Chemistry, Environmental Science or related field.
- Three years' work experience in environmental monitoring, environmental project management or natural resource regulation.
- Must complete 40 hours of Hazardous Waste Operations and Emergency Response (HAZWOPER) training.
- Assigned to arduous, moderate, or light wildland firefighting duty will annual certification.
- Successful completion of S130, S190, L-180, I-100 and IS-700.
- First Aid and CPR Certification.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Travel is required within New Mexico and out-of-state.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of principles of statistics, environmental chemistry, and biology/ecology or human health relevant to air resource, hazardous waste and explosives.
- Knowledge and experience in scientific environmental monitoring methodologies.
- Knowledge in conducting environmental analysis and documentation in compliance with federal laws, such as National Environmental Policy Act, Clean Water Act, Clean Air Act.
- Knowledge of SPSS statistical analysis and project management software.
- Knowledge of U.S. Environmental Protection Agency grant processes, quality assurance and quality control requirements.
- Ability to organize and analyze the results of research, investigations, and regulatory activities and to draw conclusions from results.
- Ability to use handheld GPS and GIS unit.
- Ability to use GAP online.
- Skill in making effective decisions in emergency situations.

- Ability to plan, implement and manage natural resource projects.
- Ability to accept the dangers and stresses, regimentation, discipline and time demands of police work.
- Ability to work in the outdoors in extreme weather conditions.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Standing and walking may be on uneven surfaces or unstable ground.
- Position requires ability to lift 50 lbs.

WORK ENVIRONMENT

- Work is generally performed outdoors.
- Position is contingent on grant funding.
- Exposure to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock; and vibration.
- Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.