



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

POSTING NO: 027-19

OPENING DATE: 01/29/2019

CLOSING DATE: 02/12/2019

POSTED: WITHIN

POSITION: Environmental Technician
PAY GRADE: NE7 (\$13.97/ph to \$16.42/ph)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI
DEPARTMENT: Environment Division
REPORTS TO: Environmental Specialist
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Assists the Environmental Specialist by performing a variety of technical duties and serving as a qualified team member in field activities and/or office projects. Is responsible for all phases of sample collection, testing and measurement, primary record keeping and data entry/retrieval.

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:

- Measures, assesses, and monitors environmental and human health conditions of the Pueblo of Isleta.
- Works with Natural Resources Department staff to build tribal environmental capacity in environmental and natural resource monitoring and management efforts.
- Develops educational materials to increase environmental awareness amongst the Pueblo community.
- Records monitoring results and performs mathematical summaries of data gathered.
- Drives tribal vehicles to work sites; walks to sites when required.
- Monitors water bodies throughout the reservation, performs standardized field measurements and tests as required; coordinate with others as needed and follow-up on remediation procedures.
- Maintains the integrity of samples, performs specialized sampling techniques, and performs standardized environmental field tests and investigations according to the Pueblo's quality assurance project plan and the quality management plan.

- Provides support for related special efforts, e.g., periodic “clean sweep” of household hazardous waste programs including sorting, bulking, storing, and documenting materials.
- Assists with completion of grant deliverables, reporting, financial accountability, and work plan development.
- Submits monthly, quarterly, and year-end reports of activities to supervisor.
- Conducts USEPA-funded work activities in accordance with the Pueblo’s Quality Management Plan and Quality Assurance Project Plans.
- Assists with responses to environmental emergencies on the Pueblo.
- Implements and observes safety rules to ensure and maintain a safe work environment.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; conferring with representatives of contracting agencies and related organizations.
- Performs other duties as assigned.

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.

- High School Diploma or GED.
- Associate’s Degree in Natural, Physical, or Environmental Science or related field preferred.
- Two years of experience in environmental/agricultural or natural resources.
- Certified in HAZWOPER.
- First Aid and CPR Certification.
- Successful completion of S130, S190, I-100 and IS-700.
- Assigned to arduous, moderate, or light wildland firefighting duty with annual certification.
- Valid New Mexico driver’s license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- 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.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of methods, techniques and practices appropriate to environmental programs..
- Knowledge of principles of statistics, environmental chemistry, and biology/ecology or human health, hazardous waste and uxu hazards.
- Knowledge of sampling and safety procedures that apply when encountering or handling hazardous materials.
- Knowledge of mechanical principles relative to the maintenance of sampling equipment and wells.
- Knowledge of water pollution and landfill monitoring procedures, terminology, and equipment.

- Knowledge and use of the instruments, equipment and material used in an environmental program; such as: hand auger, disposable bailers/scoops, decontamination equipment such as buckets and sprayers, sampling containers for both soil and water samples.
- Ability to organize and analyze the results of research, investigations, and regulatory activities and to draw conclusions from results.
- Ability to prepare accurate, complete and legible reports.
- 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 analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with members of the community, and representatives from Federal, state and Tribal programs.
- 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 25 lbs.

WORK ENVIRONMENT

- Work is generally performed indoors and outdoors.
- Position is contingent upon grant funding.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, 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.