



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 130-22

OPENING DATE: 08/26/2022

CLOSING DATE: Open Until Filled

POSITION: Environmental Manager/
Land Management Planner
PAY GRADE: E9 (\$29.17/hr. - \$42.30/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Natural Resources
REPORTS TO: Natural Resources Director
BACKGROUND LEVEL: Public Trust

POSTED: IN/OUT

JOB PURPOSE: The Environmental Manager/Land Management Planner is considered the lead environmental steward on behalf of the Pueblo and is responsible for researching, monitoring, protecting, and reporting on the air, land, and surface water quality in compliance with applicable laws and regulations. This position is also responsible for reporting to the Natural Resources Director, and assists POI Departments with environmental matters protecting human health and the environment.

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:

- Prepare, monitor, and manage the Department's budget to achieve environmental program and stewardship goals and requirements.
- Apply for and manage grants and contracts, including meeting all required reporting, deliverables, and project completion within specific timeframes, such as the U.S. Environmental Protection Agency (EPA) General Assistance Program (GAP), Clean Water Act Section 106, and other grants as awarded.
- Develop and manage environmental programs such as surface and ground water quality, storm water discharges, spill or release prevention, spill control, spill clean-ups, solid waste and recycling, and managing of hazardous and special waste.

- Coordinate National Environmental Policy Act (NEPA) planning and analysis representing multiple natural resource disciplines.
- Provide authoritative expert advice and recommendations concerning sustainable management issues.
- Develop impact analysis of plans or strategies regarding NEPA policy, standards and guidelines.
- Prepare and/or manage individual environmental site assessments, Categorical Exclusions, Environmental Assessments (EA), and Environmental Impact Statements (EIS).
- Conduct strategic level planning and analysis with functional experts to assist in research and strategic planning for the Pueblo.
- Develop, conduct, and manage mid and long-range studies and practices pertaining to strategic planning.
- Investigate threats to human health and the environment of the Pueblo of Isleta, and develop solutions.
- Is the lead contact for environmental and human health concerns including environmental emergencies; coordinating action with Pueblo leadership, departments, and outside entities to address concerns thoroughly and promptly with follow-up until resolved.
- Participates and reviews sanitary surveys conducted by IHS or EPA.
- Assist with the research and maintenance of the Pueblo's Riverine Management Plan to include the necessary consultation with the appropriate Federal and State Agencies in accordance with the Endangered Species Act.
- Oversee and observe groundwater monitoring at hazardous waste sites.
- Oversee the development and implementation of the Pueblo's Solid Waste Management Plan and supporting ordinances to include coordination with the Solid Waste Foreman.
- Maintain and update the Pueblo of Isleta's surface Water Quality Standards (WQS) as required.
- Conduct initial asbestos inspections of residential and other buildings, assist with the coordination of asbestos abatements and the coordination of demolitions.
- Carry out environmental research and/or environmental monitoring as needed for program development.
- Coordinate Clean Water Act section 401 water quality certification requests.
- Prepares written reports and environmental assessment documents.
- Review and respond to requests for environmental permits.
- Coordinate with federal, state, local, tribal and professional or non-profit organizations on environmental issues of common concern; represent Governor as directed.
- Provide environmental education and outreach to the community and staff.
- Implement and observe safety rules to ensure and maintain a safe work environment.
- Perform other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervise Environment Program staff.
- Assign, review, and delegate work and job responsibilities to designated staff.
- Hire, evaluate, discipline and develop professional staff roles and responsibilities.
- Coordinate training for assigned staff.
- Encourage and support employees to engage in physical activity/PT before, during, and after work hours, combined with informational outreach activities to help ensure that employees are able to perform the duties of their positions safely and effectively.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Biology, Chemistry, or Environmental Science Field.
- Master's Degree in Biology, Chemistry, or Environmental Science Field.
- Three years' work experience in environmental monitoring and environmental project management.
- Three year's work experience with Environmental Management Systems, Environmental Inspections, and Environmental Audits.
- Must complete 40 hours of Hazardous Waste Operations and Emergency Response (HAZWOPER) training within the first year of employment.
- Must complete IS-00100 Introduction to Incident Command System, IS-00200 Basic Incident Command System for Initial Response, IS-00700 An Introduction to the National Incident Management System (NIMS), and IS-00800 National Response Framework, An Introduction through FEMA Emergency Management Institute within the first year of employment.
- Must complete the Asbestos Building Inspector training within the first year of employment.
- First Aid and CPR Certification within the first year of employment.
- 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 for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable environmental federal, state, county and local laws, regulations, and requirements.
- Knowledge of National Environmental Policy Act (NEPA), Clean Water Act (CWA), Endangered Species Act (CWA), Clean Air Act (CAA), Safe Water Drinking Act (SWDA) and Underground and Above Ground Storage Tanks.
- Knowledge of principles of statistics, environmental chemistry, and biology/ecology or human health relevant to natural resources, hazardous and special waste.
- Knowledge and experience in scientific environmental monitoring methodologies.
- Knowledge of SPSS statistical analysis (or equivalent) software.
- Knowledge of U.S. Environmental Protection Agency (EPA) grant processes, quality assurance, quality control requirements, and online reporting tools.
- Excellent time management skills and commitment to responsiveness to the Pueblo community and government.
- Skill in making effective decisions in emergency situations.
- Proficient in GIS systems, GPS systems and other inventory and mapping tools utilizing geospatial data.
- Ability to use handheld GPS equipment and GIS software.
- Ability to plan and manage environment projects.
- Ability to accept the dangers and stresses, regimentation, discipline and time demands of environmental response work.
- Ability to work in the outdoors in extreme weather conditions.
- Ability to prepare and present 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 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 sound 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.
- Manager must follow a PT plan consistent with department policy.

WORK ENVIRONMENT:

- Work is often performed outdoors.
- Exposure to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; inclement weather conditions; extreme heat and cold; risk of electrical shock; and vibration.
- Situations where safety-toe shoes, safety goggles, gloves, life vest, waders, respiratory protection, 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 and Native American Indian preference shall apply to all positions at Pueblo of Isleta.