



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 096-23

OPENING DATE: 05/23/2023

CLOSING DATE: 06/07/2023

POSTED: IN/OUT

POSITION: Environmental Technician
PAY GRADE: NE6 (\$17.57/hr. - \$23.72/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Natural Resources
REPORTS TO: Environmental Manager
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Assists in the Environment Department 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 the Environment 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.
- Assists the Solid Waste program with but not limited to, illegal dumps, e-waste collections and household hazardous waste collections.
- Conduct initial asbestos inspections of residential and other buildings, assist with the coordination of asbestos abatements and the coordination of demolitions.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- Associate's Degree in Natural, Physical, or Environmental Science or related field or two years of experience in environmental field.
- 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.
- Must 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 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 relevant to natural resources and hazardous and special waste.

- 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 quality monitoring procedures, terminology, and equipment.
- Knowledge and use of the instruments, equipment and material used in an environmental program; such as: water quality sonde, 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 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 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 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.
- Employee must follow a PT plan approved by the manager.

WORK ENVIRONMENT:

- Work is often performed indoors and outdoors.
- Position is contingent on POI funding.
- 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.