



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 141002-26

OPENING DATE: 09/03/2026

CLOSING DATE: 12/02/2026 or OUF

POSTED: IN/OUT

POSITION: Environmental Specialist
PAY GRADE: E8 (\$36.06/hr. – \$56.18/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Department of Natural Resources
REPORTS TO: Natural Resources Director
BACKGROUND LEVEL: Public Trust

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, and ordinances. Works with federal, state, local and tribal government staff and the community to help protect the natural resources of the Pueblo of Isleta. This position is also responsible for reporting to the Governor, and assist 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:

- Investigates threats to human health and/or environmental quality of the Pueblo of Isleta and develop solutions.
- Develops a community integrated pesticide management program.
- Oversees and observes groundwater monitoring at hazardous waste sites.
- Participates in reviewing 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) or other guidelines to include: field work, research, analysis, and report writing.

- Coordinate with federal, state, local, tribal and professional or non-profit organizations on environmental issues of common concern; represent Governor as directed.
- 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.
- Conduct initial asbestos inspections of residential and other buildings, assist with the coordination of asbestos abatements and the coordination of demolitions.
- Perform other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervise the Environmental Technician and Environmental Trainee.
- 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, Environmental Science or related field.
- Three years' work experience in environmental monitoring, environmental project management subject to Federal and State Regulations that include but are not limited to the National Environmental Policy Act (NEPA), Clean Water Act (CWA), Endangered Species Act (CWA), Clean Air Act (CAA), and Underground and Above Ground Storage Tanks.
- Must complete 40 hours of Hazardous Waste Operations and Emergency Response (HAZWOPER) training 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 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 department organization, functions, objectives, policies and administrative procedures.
- 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 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, and online reporting tools.
- Ability to use handheld GPS and GIS unit.
- Ability to make effective decisions in emergency situations.
- Ability to plan, implement 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 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 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.
- Employee must follow a PT plan approved by the manager.

WORK ENVIRONMENT

- Work is often performed outdoors.
- Position is contingent on grant 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.