

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<b>EPA01522545</b>	DATE POSTED:	01/05/22
POSITION NO:	943104	CLOSING DATE:	<b>Open Until Filled</b>
POSITION TITLE:	<b>Associate Environmental Specialist</b>		
DEPARTMENT NAME / WORKSITE:	Surface/Ground Water Protection Dept./Navajo EPA/Window Rock, AZ		
WORK DAYS:	Monday to Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8:00am - 5:00pm	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	
		DURATION :	
		GRADE/STEP:	BQ64A
		\$	45,226.08 PER ANNUM
		\$	21.66 PER HOUR

**DUTIES AND RESPONSIBILITIES:**

Under the direction of the Environmental Program Manager, performs duties of considerable difficulty relating to the Public Water Systems Supervision Program. Employee will conduct sanitary survey inspections of public water systems and enter all inspection information into the DIME (Direct Implementation Management Environment) database using ACCESS; evaluate compliance by comparing compliance/noncompliance results in DIME and ensure that all water systems are submitting data on a routine basis; provide technical assistance to the owners/operators as needed to ensure compliance; work with the Hydrologist and provide technical assistance in preparing a susceptibility assessment survey of all public water system wells; work with the Hydrologist on developing an Aquifer Protection permitting program; attend staff meetings, conferences, seminars, workshops, and training; prepare technical reports, and periodic progress reports/charts; and performs other related duties as may be assigned from time to time by the manager. Schedules and provides public information presentations, programs and other information services to the public, community, and other interested parties.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor Degree in Environmental Science, Physical Science, Chemistry, or closely related field of academic discipline. This is an entry-level professional position with no requirement for prior experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of applicable Navajo Nation, state, and federal statutes, rules, regulations, policies, procedures, and directives to sufficiently use in enforcement and control of environmental related issues. Skill in conducting and undertaking scientific field investigations and research, operating a personal computer utilizing a variety of software applications, and skill in establishing and maintaining effective and cooperative working relationships with other Navajo Nation Departments, vendors, consultants, various local, state, and federal agencies, interested parties, the news media and general public. Considerable knowledge of principles and practices of drinking water quality standards, public water systems, sampling and analysis of drinking water, sanitary engineering and federal/state and Navajo Nation's laws and regulations governing public water systems. Skills in communication and technical writing; use of engineering software, word-processing, database, and spreadsheet software; and Geographic Information System knowledge desired.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**