

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>EPA01520471</u>	DATE POSTED: <u>01/21/21</u>	
POSITION NO: <u>941307</u>	CLOSING DATE: <u>OUF</u>	
POSITION TITLE: <u>Environmental Specialist</u>		
DEPARTMENT NAME / WORKSITE: <u>NNEPA/Air & Toxics Department/Air Quality Control Program/Fort Defiance, Arizona</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BJ65A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>47,877.84</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>22.93</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under supervision, performs professional entry-level work in the Air Monitoring Section, Air Quality Control Program. Completes specialized functions among a range of duties of the program while learning more skills and complex tasks associated with the goals of the program. Incumbent will ensure effective implementation of the air monitoring network on the Navajo Nation, ensure all network sites are properly equipped to measure PM2.5, PM10, SO2, O3 and NO2 and meteorological conditions; inspect, maintain, modify, repair, deploy, verify, and calibrate analytical, mechanical, meteorological, pneumatic, and communications, data acquisition systems, optical air monitoring instruments; change filters, other sampling mediums, performs routine maintenance of monitoring equipment and monitoring sites. Leads in on-going diagnosis of electronic equipment, repair malfunctioning equipment, maintains all quality control and assurance procedures, standard operating procedures (SOPs); reports data to the national air quality system database (AQS), develops files, assists in documenting calculations and quality assurance activities; reviews, verifies, validates, corrects, processes air quality data, reviews, summarizes electronic and manual data, gathers data, participates in review of data, identifies emission sources requiring potential control or mitigation strategies. Participates in responding to public inquiries, concerns, complaints about air quality, recommends appropriate control measures, conducts outreach education, collaborates with other technical staff in air regulation development, permits development, compliance measures.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in the Physical Sciences, Biology, Chemistry, or a closely related field; and two (2) years of experience working with environmental programs and/or projects.

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 computer hardware, software, and peripherals; knowledge of applicable federal and tribal environmental laws, regulations, codes as related to air quality compliance; experience with Microsoft applications (Word, Excel, Access). Knowledge of collecting, analyzing, and interpreting environmental data. Excellent interpersonal, organizational skills. Skill in written and verbal communication. Skill in establishing and maintaining effective working relationships. Navajo-speaking individual preferred.

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