

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1032847

Date Posted: 01/31/11

POSITION NO: 240199

Closing Date: 02/11/11

CLASS CODE: 3033

POSITION TITLE: ENVIRONMENTAL SPECIALIST

DEPARTMENT NAME: Navajo Department of Transportation

DEPARTMENT NO: 103 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N650A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 AM to 5:00 PM

Temporary:

Duration: N/A \$ 40,081.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.27 Per Hour

DUTIES AND RESPONSIBILITIES:

Conduct historical and current data research for preparing environmental documents. Research involves personal contact, written & orally, with specialists from various fields of discipline throughout the tribe, BIA, HIS, other entities and concerned organization. Conduct field biological evaluations, wetland delineations, CWA Section 401, 402, and 403 related surveys, etc. to obtain necessary information to develop environmental documents. End product of research & analysis will help in the determination of feasibility of projects. Develop and write environmental documents in accordance to National Environmental Policy Act guidelines for proposed road improvements, parking lots, sand & gravel projects, etc. This includes developing specific project maps and drawings. Attend and participate in chapter, tribal program, committees, federal, state, county general public meetings and hearings. Provide in-service or orientation on process of completing an environmental impact study. Responsible running record of project field activities. Maintain project schedules and deadlines. Submit narrative, bi-weekly, monthly reports.

Keep abreast of changing laws, policies, procedures, guidelines, and standards of the industry by attending conferences, training, and meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's Degree in the Physical Sciences, Biology, Chemistry, or a closely related field; and

PREFERRED: Bachelor's degree in Natural Science field, or equivalent training & experience.

Experience:

Two (2) years experience working with environmental programs and/or projects, or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, degree, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of NEPA process & related environmental laws & regulations. Ability to converse fluently in the Navajo language. Possess excellent file management skills. Knowledge and operation of computer system. Ability to write clearly, concise and accurately.

License/Certification Requirements:

PREFERRED: Valid State Driver's License, *preferred*.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99