

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

REQUISITION NO:	<u>EPA01513427</u>	DATE POSTED:	<u>03/13/17</u>		
POSITION NO:	<u>947655</u>	CLOSING DATE:	<u>03/24/17</u>		
POSITION TITLE:	<u>Environmental Program Supervisor</u>				
DEPARTMENT NAME / WORKSITE:	<u>EPA/Air &amp; Toxics Department/Air Quality Control Program/Operating Permit Program, Fort Defiance, AZ</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB67A</u>
WORK HOURS:	<u>8:00 a.m.-5:00 p.m</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>52,062.40</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>25.03</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Under general direction, responsible for the oversight and daily supervision of the technical operations of assigned functions and programs and projects within the Air Quality Control Program and the Operating Permit Program. Primary responsibilities may vary depending upon operational assignments and will generally include: administering, directing, supervising, monitoring operational budgets of programs/projects, ensuring the operations meet established timelines, funding and objectives; providing guidance and interpretation related to complex regulatory situations or inspections, managing complex or high profile projects, assignments and research, serves as a working supervisor to ensure results in program activities such as air quality monitoring, emissions inventories, ambient and IAQ research and, serves as a senior scientific expert on air quality issues of significant difficulty. The position will be involved with projects including, but not limited to: Title V, NSR, NSPS, NESHAP, TSCA, AQS, assisting in development of goals and strategies; recommending and implementing program or operational improvements; developing policies and procedures related to air quality inspections, interfacing with varied government organizations on enforcement actions and/or objectives, compliance and scientific studies. Engages in policy dialogue with stakeholders to provide recommendations/plans for the Navajo Nation in consideration of emerging air quality issues and/or regulatory programs, implements pertinent air quality projects from initial conception to finalization, coordinates technical and compliance assistance to industry and businesses to attain conformance with environmental regulations while achieving health, safety and environmental benefits, completes grants and contract compliance in fulfillment of grant recipient requirements, facilitates transitioning to a Part 70 Program and development and implementation of a minor source permit program.

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

**Minimum Qualifications:**

- A Bachelor's degree in Environmental Science, Biology, Chemistry, Physical Science, Natural Science, or a closely related field; and three (3) years of progressively responsible experience managing and/or administering 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 applicable science as applied to air pollution control, air monitoring, environmental laws, regulations.
- Knowledge of applicable Navajo Nation, state and federal statutes, rules, regulations, policies and other directives pertaining to air quality.
- Knowledge of the principles and techniques of field investigations and research.
- Skill in conducting and undertaking scientific field investigations, research, data analysis and interpretation.
- Skill in operating personal computer utilizing a variety of software applications.
- Skill in communicating effectively both orally and in writing, conducting and facilitating meetings, presenting information, findings and recommendations to diverse audiences.
- Skill in establishing and maintaining effective working relationships with regulatory agencies and general public.

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