

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	EPA01520980	DATE POSTED:	04/28/21
POSITION NO:	946604	CLOSING DATE:	05/11/2021 by 5pm
POSITION TITLE:	Environmental Program Supervisor		
DEPARTMENT NAME / WORKSITE:	NNEPA/WRCD/Storage Tank Programs, Window Rock, Arizona		
WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: BJ67A
WORK HOURS:	8:00 a.m.-5:00 p.m.	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ 56,584.80 PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ 27.10 PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Under direction, responsible for the oversight and daily supervision of the operations of program and projects within the Storage Tank Program and in conjunction with the Leaking Storage Tank Program. Responsibilities dependent on operational assignments and will include: administering, directing, supervising, monitoring operational budgets, ensuring operations meet established timelines aligned with funding; providing guidance to regulatory situations or inspections, manages projects, assignments and research; serves as a working supervisor to ensure results, may serve as a subject matter expert on storage tank and leaking storage tank issues. The position will be involved with assisting in developing of goals, strategies, operational improvements, interfacing with government organizations related to compliance and scientific studies, completing and submitting progress reports on a weekly, monthly, quarterly, mid-year/end-of-year basis. Manage professional service contracts to perform work on leaking storage tank sites that pose an imminent threat to human health and the environment. Process professional service contracts through the 164 Review in accordance with the Navajo Nation Procurement. Coordinates technical and compliance assistance with businesses and other regulated entities, completes grants and contract compliance.

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, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license and successfully obtain a Navajo Nation Motor Vehicle Operator's Permit.

(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, federal statutes, rules, regulations, policies and other directives pertaining to storage tanks.
- *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, courteous 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.