

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: EPA0153148

Date Posted: 05/09/11

POSITION NO: 944482

Closing Date: 05/20/11

CLASS CODE: 3032

POSITION TITLE: Senior Environmental Specialist

DEPARTMENT NAME: Waste Regulatory Compliance (WRC)

DEPARTMENT NO: 15 WORKSITE LOCATION: St. Michaels, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R66A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00am to 5:00pm

Temporary:

Duration: Annual \$ 45,011.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 21.64 Per Hour

DUTIES AND RESPONSIBILITIES:

Serves as a lead expert on a wide variety of diverse/complex environmental issues; develops strategies that safeguards the Nation's environment; develops/adopts strategies that addresses many environmental concerns of the Nation; Develops, reviews, and implements legislated proposals, regulations, policies, and operating guidance on the Nation's environment; participates in overseeing and coordinating environmental activities funded by grants, cooperative agreements, contracts, or other similar arrangements; works with regulated community on grant and/or other funding sources to review developed grant proposals; conducts policy related research pertaining to respective assigned program unit; reviews and interprets technical environmental reports, laws and regulation and makes recommendations; Initiates corrective environmental action based on assessments and investigations conducted; where violations have occurred, determines level of enforcement action; considers evidence of non-compliance cases; applies judgment and determines most reasonable approach to gain compliance with established rules and regulations; provides advice and assistance to government communities and business establishments across the Nation in complying with legislated laws and regulations of the Navajo Nation.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Physical Science, Biology, Chemistry, or a closely related field; and four (4) years of 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:

Skilled in the use and calibration of analytical equipment to detect environmental pollutants; Skilled in quality controlled documentation and management of these files; Skilled to coordinate organization of all environmental program files; Ability to inventory hazardous substances and potential contamination followed by coordination of required responses; Knowledge of applicable Navajo Nation and federal environmental laws as it relates to planning, enforcement, control and monitoring; Knowledge to coordinate environmental projects to provide advisory, guidance, direction, assessment, or problem solving services; Skill in operating a personal computer utilizing a variety of software applications; Skill in establishing and maintaining effective and cooperative working relationships.

License/Certification Requirements:

A valid drivers 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