

THE NAVAJO NATION  
Department of Personnel Management  
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR01310467</u>	DATE POSTED:	<u>07/20/15</u>
POSITION NO:	<u>243358</u>	CLOSING DATE:	<u>07/31/15</u>
POSITION TITLE:	<u>Environmental Specialist</u>		
DEPARTMENT NAME / WORKSITE:	<u>DNR / Navajo Land Department / Window Rock, AZ</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AB65A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>44,054.40</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>21.18</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> _____

**DUTIES AND RESPONSIBILITIES:**

Independently undertakes and conducts environmental studies; monitors and enforces prescribed regulations that pertain to the cleanup of environmentally hazardous sites; cases involving pesticide violations; plans and coordinates closure of open land fills; adheres to environmental directives, threatened and endangered species directives, archaeological processes; collects samples and as appropriate, analyzes or forwards for analysis; assures compliance with established environmental policies, procedures, and directives of the assigned programs; where there is a need to deviate from established procedures consults with senior staff or supervisory staff for guidance. Initiates corrective environmental action by determining most reasonable approach in obtaining compliance with established regulations; notifies appropriate supervisory staff regarding non-compliance findings that are of a non-routine nature; coordinates with a multiplicity of individuals, departments, agency representatives, community leaders, and others in resolving complaints and violations; schedules and provides public information presentations, programs and other informational services to the public, community, and other interested parties; prepares

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in the Physical Sciences, Biology, Chemistry, or a closely related field and one (1) year of experience working with environmental programs and/or projects.

Preferred Qualifications:

- One (1) year of experience working in an environmental program, environmental/occupational health or related program conducting environmental monitoring, research or permitting.
- One (1) year of experience using Geographic Information Systems (GIS) equipment.
- 40 Hour or 24 Hour HAZ/WOPER (OSHA 1910.120) training.
- Proficient in Microsoft Office software or other computer applications.

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:

Work requires lifting and carrying paper, supplies and materials weight up to 25 lbs

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