

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH05024356

DATE POSTED: 07/25/22

POSITION NO: 245128

CLOSING DATE: 08/19/2022 by 5pm

POSITION TITLE: Environmental Technician (Temporary)

DEPARTMENT NAME / WORKSITE: Navajo Office of Environmental Health - Tuba City, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ57A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 25,243.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : \$ 12.09 PER HOUR

NON-SENSITIVE TEMPORARY: 6 months

DUTIES AND RESPONSIBILITIES:

Conduct inspection of food establishments utilizing Navajo Nation Food Service Code and Regulations; and provide food safety education. Perform physical inspection and investigation of food service facilities. Prepare reports as required on work activities. Provide food safety instructions to food establishments on personal hygiene and proper sanitation methods and techniques. Report complaints, monitor progress of corrective action activities and maintain follow-up for reporting purposes. Assist with conducting food service training for food service workers and food handlers on safe food practices. Issue food handlers certificates. Monitor and inspect temporary food service operations on the Navajo Nation. Perform other duties related to environmental health program activities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and one (1) year experience work experience in an environmental program, environmental/occupational health or related program conducting sampling, testing, analysis or a closely related work; or an equivalent combination of experience and education.

Special Requirements:

- Possess a valid driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit and Food Handler's permit within 30 days of date of hire.

Physical Requirements and Work Environment:

Work requires working in and out of doors in all weather conditions; working in confined spaces; climbing ladders; and frequent walking and driving long distances.

(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 various environmental health hazards.
- Knowledge of basic concepts and techniques for mitigation of health hazards.
- Skill in evaluating and assessing investigations for non-compliance.
- Skill in maintaining effective working relationships in the workplace and the public.
- Proficiency in Microsoft Office software or other computer applications.

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