

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: <u>EPA01519886</u> | DATE POSTED: <u>07/28/20</u> |
| POSITION NO: <u>945491</u> | CLOSING DATE: <u>Open Until Filled</u> |
| POSITION TITLE: <u>Environmental Program Supervisor</u> | |
| DEPARTMENT NAME / WORKSITE: <u>NNEPA/Air & Toxics Department/Pesticide Program, Window Rock, Arizona</u> | |
| WORK DAYS: <u>Monday-Friday</u> | REGULAR FULL TIME: <input checked="" type="checkbox"/> |
| WORK HOURS: <u>8:00 a.m.-5:00 p</u> | PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____ |
| SENSITIVE <input type="checkbox"/> | SEASONAL: <input type="checkbox"/> DURATION : _____ |
| NON-SENSITIVE <input checked="" type="checkbox"/> | TEMPORARY: <input type="checkbox"/> |
| | GRADE/STEP: <u>AR67A</u> |
| | \$ <u>53,643.20</u> PER ANNUM |
| | \$ <u>25.79</u> PER HOUR |

DUTIES AND RESPONSIBILITIES:

Under direction, responsible for the oversight and daily supervision of the operations of the program and projects within the Pesticide Program. Responsibilities will depend on operational assignments and federal work plan tasks, including: administering, directing, supervising, monitoring operational budgets, ensuring operations meet established timelines aligned with funding, providing guidance to regulatory situations or inspections, managing projects, assignments and research; serves as a working supervisor to ensure results. The position will also be involved with developing strategies for integrated pest management, ensure proper conduct of pesticide inspections under the Federal Insecticide, Fungicide, Rodenticide Act (FIFRA), provide outreach and compliance assistance, ensure inspections are completed and reports submitted to USEPA as per the Cooperative Agreement; refer applicable inspections conducted with federal credentials to USEPA Region 9. Incumbent will also maintain and use a priority setting plan for inspections and investigations, addressing grantee and EPA-identified priorities, oversee the development and maintenance of a searchable inspection/investigation and case tracking system for inspections, investigations and cases, maintain a Quality Management Plan and maintain and adhere to Quality Assurance Project Plan(s) for pesticide sample collection and analyses, 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:

- 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:

- *Navajo speaking individual preferred.
- *General knowledge of federal laws and regulations that could be relevant to an inspection in that the facility/location being inspected may be subject to additional regulations such as Clean Air Act, Federal Water Pollution Control Act, Endangered Species Act, Emergency Planning and Community Right-to-Know Act, OSHA, Safe Drinking Act, Toxic Substances Control Act, and others.
- *Knowledge of applicable Navajo Nation, state, federal statutes, rules, regulations, policies and other directives pertaining to FIFRA and its implementing regulations (at 40 CFR Parts 150-189), as well as other requirements set forth in EPA Orders 1440.2 and 3500.1, including Health and Safety requirements (at Chapter 2).
- *Knowledge of the principles and techniques of field investigation 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 being accurate, thorough, unbiased and fair while conducting an investigation/inspection and preparing inspection reports.

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