

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: EPA0158126

Date Posted: 08/26/13

POSITION NO: 936108

Closing Date: 09/09/13

CLASS CODE: 3032

POSITION TITLE: Senior Environmental Specialist

DEPARTMENT NAME: NNEPA - Air Quality Control/Operating Permit Program

DEPARTMENT NO: 15 WORKSITE LOCATION: Fort Defiance, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R66A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: \_\_\_\_\_ \$ 45,011.20 Per Annum

Part-Time:

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

**DUTIES AND RESPONSIBILITIES:**

Under the direction of the Program Supervisor conduct periodic review of a wide variety of complex air quality environmental issues. Interpreting existing Air Regulations, Proposed Regulations/Revision, and additional regulations to NNEPA Air Quality Control Program and state/local/tribal Clean Air Act. Analyze and coordinate implementation of Open Burn Regulations. This will include review and draft permits strategies addressing environmental concerns, citizen complaints, initiating corrective actions by determining the most reasonable approach in obtaining compliance with established regulations to a complaint or concern. Participation in work groups and conference calls addressing and discussing other air quality issues and concerns. Alone with participation in meeting with Program Supervisor to discuss regulation development plans, including strategy, guidance, updates, setting goals and meeting deliverables of work plan. The position will require an individual to be able to develop database of all incoming open burn applications, along with addressing permits, fees, compliance and enforcement implementation. Attending meetings relating to the Open Burn Regulation issues will need to be completed. Conducting outreach presentation at all type of community functions (i.e. health fair, NN Chapter Meetings, local meeting, conference, etc.) will be needed to address the implementation process of the Open Burn Regulation, along with other air quality related topics. Additional assignment will be given to assist other staff with prioritized projects when needed to help individual broaden understanding and knowledge relating to air quality.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's Degree in Environmental Policy, Environmental Science, Chemistry, Biological, or a closely related field; and

**Experience:**

Four (04) years 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, certification, or licensure, transcript copies of degrees, certificates, and other appropriate documents must be submitted along with employment application)***

**Special Knowledge, Skills and Abilities:**

Knowledge of Federal & Tribal Environmental Laws, use of computer applications and ancillary equipment; skill in public outreach, planning, problem solving, and utilizing variety of computer. Depending on the needs of the Nation, some incumbents may be required to demonstrate fluency in both Navajo and English Languages.

**License/Certification Requirements:**

Valid state driver's license and a Navajo Nation Vehicle Operator's Permit, ***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**