

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

REQUISITION NO: EPA0158129

Date Posted: 08/26/13

POSITION NO: 241410

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:**

Conducts compliance inspections of facilities required to have a minor or major source operating permit. Conducts permit compliance evaluation inspections on all facilities with active permits. This will include writing a report for each inspection conducted. Assist the facility to meet compliance and prepare reports necessary to record violations of permit conditions. The Environmental Specialist will be required to perform field observations, i.e. RATA, CEMS, OPACITY testing. Maintain and periodically update data base of field activities completed, conduct follow-ups, and conduct outreach activities to general public. Work with other staff on projects as a group in air monitoring, data collection, data validation, and regulations updates. Will work with Environmental Engineer(s) in review and critique air quality permit applications, to reconcile chemical, thermodynamic and mechanical operations and activities with estimate emissions and projected emission impacts. Assess whether proposed operations, emissions, and emission impacts comply with relevant limitations. Ensure the permittee develops necessary emission monitoring parametric monitoring strategies that will enable source to demonstrate compliance with permit conditions. Initiates corrective environmental action by determine more reasonable approach in obtaining compliance with established regulation; 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 other in resolving complaints and violations. Will review and keep records of emission fees, emission fee letters, and review on consumer index for current market rates for emission. Prepare yearly financial report to USEPA and prepare updates.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's Degree in Environmental Science, Physical Science, Biology, Chemistry, or closely related field; and

**Experience:**

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.

**Preferred: Three (3) years of experience in the Environmental or related field.**

**(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)**

**Special Knowledge, Skills and Abilities:**

Knowledge of applicable federal & tribal environmental laws; experience with Microsoft applications (Word, Excel, Access), ancillary equipment, and specialized equipment used in the detection of environmental pollutants. Advanced knowledge of collecting, analyzing, and interpreting environmental data. Excellent interpersonal, organizational, oral and technical writing.

**License/Certification Requirements:**

Valid state driver's license and able to attain 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**