THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **EPA0156959** | Date Posted: **08/27/12**

POSITION NO: **941307** | Closing Date: **09/10/12**

CLASS CODE: **3033**

POSITION TITLE: **Environmental Specialist**

DEPARTMENT NAME: **NNEPA/Air & Toxic Department**

DEPARTMENT NO: **015** | WORKSITE LOCATION: **Fort Defiance, AZ**

WORKS DAYS/HOURS:
Days: Mon-Fri
Hours: 8:00 am - 5:00 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: _____

GRADE: R65A

SALARY:
$ 41,516.80 Per Annum
$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Under supervision of Senior Environmental Specialist; plan, design, and implement Navajo Air Monitoring Network. Collect samples; conduct required Quality Control and Quality Assurance checks. Procure air monitors and meteorological stations, data entry and work with "Tool Box" database. Conduct inventory of air monitoring equipment. Prepare samples for shipment and receiving to and from contract lab, i.e. chain of custody, storing, etc. Work in workgroups, i.e. on projects such as annual estimation of minor source emissions on the Navajo Nation and input data into emission inventory data base. Maintain records and logs of calculations. Assist with on site air pollution inspections for public complaints on major or minor sources. Assures compliance with Navajo Clean Air Act, Navajo Nation regulations. Assist in writing consultation letters from entities that request them. Recommend and conduct corrective environmental actions by determining most reasonable approach in obtaining compliance with appropriate applicable regulation that applies. Keep up to date on developing and revised Federal Regulations.

Assist other staff in Air Program Regulation Development section, Permit section, and Compliance section with research, public workshops, and public hearings. Filling in where personnel is needed for completion of projects.

Participate in Navajo EPA departmental functions, community environmental education; coordinating and participating in the annual clean up activities, and attending staff meetings. Respond to community complaints and assist other Navajo EPA in combination of media complaints. Conduct outreach, training session on program and related areas of assignment.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

Two (2) 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.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, diploma, certificates, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of federal & tribal environmental laws; use of computer applications and ancillary equipment, skills in the use of specialized equipment used in the detection of environmental pollutants. Knowledge of analytical instruments.

License/Certification Requirements:

Valid state driver's license, ***preferred*** .

VETERAN'S 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***