

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: EPA0159233

DATE POSTED: 09/15/14

POSITION NO: 243007

CLOSING DATE: 09/26/14

POSITION TITLE: ENVIRONMENTAL TECHNICIAN

DEPARTMENT NAME / WORKSITE: EPA/SURFACE & GROUNDWATER PROTECTION DEPARTMENT/WINDOW ROCK, AZ

WORK DAYS: MONDAY TO FRIDAY REGULAR FULL TIME: GRADE/STEP: Y57A

WORK HOURS: 8 am to 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 21,486.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 10.33 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Environmental Program Manager of the Public Water Systems Supervision Program (PWSSP) with the Navajo Nation Environmental Protection Agency (NNEPA), undertakes, conducts and reports on a variety of tests, samples and other evaluation processes; takes samples, conducts field or laboratory tests or forwards to an appropriate facility for further testing; compiles results and provides reports; maintains various records and logs statistical activities; provides assistance and related services in a variety of areas and staff; programs and related activities in the area(s) of assignment; prepares and maintains the Direct Implementation Management Environment database (DIME) and submits data to U.S. EPA; prepares and submits technical and periodic progress reports. Assist program with gathering Geographical information System mapping points and maintain or develop a database in accordance with data collected. Attend training, meeting and conference.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or 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.

Preferred Qualifications:

- College coursework in Math, Statistics, Physical Sciences, Natural Science or closely related field.
- 40 Hour or 24 Hour HAZWOPER (OSHA 1910.120) training.
- Six (6) months experience using GIS equipment.
- Proficient in Microsoft Office software or other computer applications.

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:

Knowledge of Navajo Nation and federal laws, regulations, policies, procedures, and directives applicable to Public Water Systems Supervision Program and Safe Drinking Water Act; skill in evaluating and assessing various environmental test results to determine environmental compliance; skill in operating personal computer using a variety of software including word-processing, spreadsheet, database and Geographic Information System; skill in technical writing, record keeping and data management; skill in using environmental monitoring instruments and GPS; skill in ability to establish and maintain effective and cooperative working relationships with other Navajo Nation departments, vendors, consultants, various Navajo Nation/state/federal officials, interested parties, and general public; and ability to communicate effectively.

Work requires the ability to work in and out of doors in varying weather conditions at all times of the year. Walking long distances, carrying heavy bulky equipment and other items, climbing ladders or into trenches may be required. There may be the risk of potential exposure to harmful chemicals, pesticides, noxious fumes and other hazards.

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