THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **EPA0157576** Date Posted: **03/11/13**

POSITION NO: **240924** Closing Date: **03/22/13**

CLASS CODE: **3033**

POSITION TITLE: **Environmental Specialist**

DEPARTMENT NAME: **NNEPA/Air & Toxic Department-Operating Permit Program**

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:

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 staffs 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 most 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 others 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 emissions. Prepare yearly financial report to USEPA and prepare updates to managers.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's Degree in Environmental Science, Physical Sciences, Chemistry, Biology, or a 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 duties.

(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 computer and internet access and principles of federal environmental codes/regulations. Knowledgeable of principals, concepts, and methods of environmental protection program work. Depending on the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as condition of employment.

License/Certification Requirements:

Valid State Driver's License and Navajo Nation's Vehicle Operator's Permit, ***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***