THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **EPA0157086** Date Posted: **10/22/12**

POSITION NO: **947655** Closing Date: **11/02/12**

CLASS CODE: **3031**

POSITION TITLE: **Environmental Program Supervisor**

DEPARTMENT NAME: **Air & Toxics Department/Navajo Nation Environmental Protection Agency**

DEPARTMENT NO: **15** WORKSITE LOCATION: **Fort Defiance, AZ**

WORKS DAYS/HOURS:
Days: Monday-Friday
Hours: 8:00 a.m.-5:00 p.m.

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

GRADE: R67A

SALARY:
$ 49,067.20 Per Annum
$ 23.59 Per Hour

DUTIES AND RESPONSIBILITIES:

Administer, direct and supervise the Air Quality Control Program's (AQCP) goals and objectives in accordance with applicable tribal/state/federal laws and regulations, responsible for coordinating and supervising activities of staff engaged in the AQCP. The position will be involved with projects covering, but not limited to: Title V,NSR, NSPS, NESHAP, TSCA, AQS. As a working supervisor, will actively participate to ensure results in program activities such air quality monitoring, emissions inventories, ambient and indoor air quality research. Facilitates development of applicable Navajo Nation codes and regulations; assists Navajo EPA programs with source reviews, environmental assessments, EISs, participates in regional and national air quality fora such as the WRAP, uses understanding of federal and states' (particularly adjacent to the Navajo Nation) air quality regulations and policies, in conjunction with policy dialogue, to provide recommendations/plans for the Navajo Nation in consideration of emerging issues and/or regulatory programs, implements pertinent air quality projects from initial concept to finalization, coordinates technical assistance to industry and businesses to attain compliance with environmental regulations while achieving health, safety, and environmental benefits, provides input to departmental strategies and rulemaking and their potential impacts on various business and environmental interests, particularly the Navajo Nation. Completes grants and contract compliance in fulfillment of USEPA grant recipient requirements, undertakes program development, including building professional staffing to fulfill the Nation's responsibilities under the Title V Operating Permit Program delegation agreement, facilitates transitioning to a Part 70 Program, and development and implementation of a minor source permit program, provides input in fiscal planning, completes a variety of required reports, performs other duties as assigned or required by the Environmental Department Manager.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

Four (04) years managerial experience in air quality or 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 transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable science as applied to air pollution control, air monitoring, environmental laws, codes, regulations, and legislation. Requires effective time-management and written communication skills, analytical skills, research skills, and interpersonal skills. Must have excellent organizational and technical writing skills. Must be articulate with professional presence.

License/Certification Requirements:

Valid state driver's license and Navajo Nation Motor Vehicle Operator 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***