

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	EPA01511233	DATE POSTED:	12/21/15
POSITION NO:	241744	CLOSING DATE:	01/05/16
POSITION TITLE:	Environmental Technician		
DEPARTMENT NAME / WORKSITE:	EPA/Waste Regulatory Compliance Department/Storage Tank Program/Window Rock, AZ		
WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8:00 a.m.-5:00 p.m	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	
		DURATION :	
		GRADE/STEP:	AB57A
		\$	22,131.20 PER ANNUM
		\$	10.64 PER HOUR

DUTIES AND RESPONSIBILITIES:

Under supervision of Environmental Specialist/Sr. Environmental Specialist, will participate in conducting Storage Tank inspections; Assists in following up on Storage Tank compliance inspections; Under supervision of Environmental Specialist/Sr. Environmental Specialist, will participate in oversight of Storage Tank installations/removals; Ensures inspection documents and equipment is readily available and operable; Undertakes, conducts and reports on a variety of tests, samples and other evaluation processes that are of a routine nature related to obtaining Storage Tank release detection and prevention records; Compiles inspection results and scans documents for electronic archiving; Uploads inspection data into a spreadsheet and database; Maintains records and logs of activities to provide reports for weekly, monthly, quarterly and biannual reports to USEPA and Navajo Nation; Provides assistance and related services in a variety of areas and staff; Provides, prepares educational outreach material, and conducts training sessions to Storage Tank Owner/Operators, and related activities in the area(s) of assignment; Prepares and maintains various statistical information, graphs and other data related to the Storage Tank compliance rates.

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 applicable Navajo Nation, State and Federal statutes, rules, regulations, policies, procedures, protocols and other directives in the Environmental Protection field.
 Knowledge of the principles and practices of record keeping, records and file management.
 Knowledge of the principles and techniques of performing environmental inspections related to storage tanks.
 Skill in evaluating and assessing test results conducted in a variety of different environmental areas.
 Skill in operating a personal computer utilizing a variety of software applications.
 Skill in establishing and maintaining an effective and cooperative working relationships.
 Ability to pay attention to detail.

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