# JOB DESCRIPTION

***SENSITIVE***

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| **Job Title:** | **Environmental Technician** |
| **Dept./Division:** | **Health Services Division** |
| **Unit:** | **Environmental & Prevention Unit** |
| **Job Family/Class:** | **Stand Alone Series** |
| **Supervised By:** | **Public Health Preparedness Coordinator** |
| **Employee Type:** | **Hourly – Project Position** |
| **Pay Grade:** | **19** |

## NATURE OF WORK:

The Environmental Technician will conduct studies and collect data for the purposes of creating Tribal ordinances created to protect land, natural resources, and eco-system conditions of the Pascua Yaqui Tribe. The incumbent provides data needed to create an assessment of the environmental impact of past, present and future operations of the Tribe and surrounding commercial or governmental projects. This position, for the duration of the grant funded project, conducts field investigations to obtain data for use in determining methods, techniques, and practices to protect the environment of the Pascua Yaqui Tribe.

## ESSENTIAL FUNCTIONS:

- Assist with the collection of data enabling the Tribe to development and implement goals, objectives and initiatives for environmental programs in accordance with U.S. Environmental Program (EPA) grants and the priorities of the Pascua Yaqui Tribe.
- Participate in national, regional, state, tribal meetings, and webinars regarding environmental issues.
- Assist the Public Health Preparedness Coordinator with creating a community education and awareness program on environmental issues, i.e. air and water quality.
- Provide support for community working groups.
- Coordinate collection of resource data and needs surveys as they relate to environmental planning efforts.
- Conduct research, in the role of environmental protection, using data from internal and external sources, other departments, the internet, other resources collecting pertinent data for use in future community and economic development.
- Assist in preparing progress reports; maintain records of correspondence, public meetings, and public input.
- Perform other duties of a similar nature or level as requested by supervisor or director.

## ESSENTIAL KNOWLEDGE AND SKILLS:

**Knowledge of:**

- Working knowledge of all types of environmental issues and their impacts as well as methods to manage resources effectively and the correction of deficiencies;
- Knowledge of research methodologies and data analysis;
- Knowledge of tribal, state, federal, and local laws, rules, statutory, and regulatory laws governing environmental protection;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

**Skills in & Ability to:**

- Compile statistical information and prepare technical, administrative reports;
- Conduct research on economic, social, and physical problems;
- Understand Federal, State, and local regulations pertaining to Tribal Environmental planning;
- Meet and deal tactfully with the public;
- Establish and maintain effective working relationships with employees, other agencies and the public;
- Communicate effectively and verbally in writing;
- Follow verbal or written instructions;
- Operate a variety of office equipment, including a computer and related software applications, such as word processing, spreadsheet, project management, and database programs;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

## TRAINING AND EXPERIENCE:

Bachelor Degree in Environmental Science, Environmental Health and one (1) year progressively responsible experience in planning; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**AND**

- Bilingual in English/Spanish preferred, but not required.

## LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License.

## BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

*Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).*

## TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, balancing, and work space restrictions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**This position will require the incumbent to work non-traditional hours, nights and weekends.**

***This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.***

Review and Approved by:

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| Department Head and/or Designee | Date 11/01/16 |
| H.R. Manager/Classification & Compensation | Date 11/03/16 |
| Human Resources Director | Date 11/03/16 |