



Yavapai Apache Nation

ENVIRONMENTAL SUPERVISOR

POSITION DESCRIPTION

The Environmental Supervisor will become familiar with all aspects of the Nation's Environmental Protection Department. However, the position is limited to performing duties in the following work plans: ANA ERE/GAP (General Assistance Program) and CWA Sections Water Pollution Control grants 106.U.S EA/ANA. Program activities include: Environmental Code Development, Compliance & Enforcement Development; Pollution prevention; Water quality sustainability; Solid waste, composting, recycling management; Energy conservation environmental planning; Pesticide, toxics and human health protection; and Riparian restoration.

SUPERVISION RECEIVED

Position works under the general direction of the Environmental Manager/Director.

SUPERVISION EXERCISED

Environmental Specialist/319 work crew

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform tasks documented in the ANA/GAP work plan in each of the tasks/ components/ commitments.
- Document ANA/Gap semi-annual progress reports to ANA/EPA Region 9.
- Assist in planning, documenting and carrying out specific projects to implement the ETEP Plan in accordance with applicable codes, regulations and the US EPA GAP Grant Work plan.
- Conducts water quality sampling every quarter under the 106 program, with consultants.
- Develops pesticide inspection capacity, training.
- Conducts community outreach for the Tribal Environmental Program through education, activities, newsletters and active participation in the community.
- Interact with regional agencies such as ITCA, county, USFS, fire, and private businesses to accomplish departmental projects.
- Conduct research, collect, organize and refine data for reports and surveys.
- Implement Tribal Solid Waste Plan including annual update and coordinating activities outlined therein.
- Assist in preparation on a variety of reports to the Tribal Administration, Tribal Council and the ANA/EPA GAP grant program including quarterly, progress, fiscal and project-based reports.
- Maintain accurate files and records of departmental activities, inspections, test results, etc.

MINIMUM QUALIFICATIONS

- Possess High School Diploma or GED. College degree and experience in related fields a plus.
- Must possess excellent verbal, writing and organizational skills.
- Capable of interpreting and implementing applicable codes and ordinances.
- Ability to work cooperatively as part of a team or committee to analyze problems, prepare and propose solutions, in accordance with ETEP plan goals.
- Ability to work with people of all ages and diverse backgrounds in a courteous and professional manner.
- Ability to maintain tactful relationships with Tribal members and other community residents, regulatory agencies, fellow employees and the public.
- Attends conferences, forums, workshops, and training classes as needed to further program goals.
- Computer literate, specifically Windows, MS Word, Excel and e-mail/internet.
- Capable of interpreting and following applicable codes and ordinances.
- Capable of working the field 20% of the time, hiking through rugged terrain, lifting up to 25 lb., and performing other similar manual tasks required for fieldwork.
- Good written and oral communication skills, including statistical/technical reporting, grant proposals, environmental narratives for Federal funding programs associated with GIS.
- Possess understanding of environmental laws and regulations.
- Ability to update and analyze a comprehensive GIS/GPS base map to determine potential public/environmental risks.
- Experience working with tribal government preferred.
- Must have a valid Arizona Driver's License, be insurable with the Nation's auto insurance policy, and sustain insurability throughout the duration of employment.

PHYSICAL REQUIREMENTS

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Employee Acknowledgement

Date