

CHEMEHUEVI INDIAN TRIBE
P. O. Box 1976
Havasu Lake, CA 92363
Tribal Employment Rights Office (TERO): Phone (760) 858-5100
tero@cit-nsn.gov

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472).

Revised: 02-28-2017

ENVIRONMENTAL SPECIALIST

STATUS: Permanent/Full Time
DEPARTMENT: Environmental
REPORTS TO: Environmental Director
MINIMUM SALARY: \$13.50/hr. DOE
CLOSING DATE: 3-31-17

Duties and Responsibilities:

- Assist Environmental Director with overall Environmental Assessments, Sampling & Analysis, surveys, protocol development, task and goals and development of tribal capacity.
- Provide education and outreach to the community members through public meetings and other planned events.
- Assist Environmental Director with grant preparation, reporting process and requirements.
- Address any unexpected environmental concerns that arise which may affect the Tribe.
- Coordinate meetings for the Local Emergency Planning Committee (LEPC) and Federal Emergency Management Agency (FEMA) Pre-Disaster Programs.
- Work with LEPC members to revise and improve the Emergency Response Program
- Submit monthly reports to Director
- Ability to attend evening/weekend meetings and to travel
- Acting supervisor while EPA Director is out.
- Research grants and other program related opportunities
- Other duties as assigned

Qualifications:

- Must submit to pre-employment drug-testing and comply with Drug-Free Workplace policy
- High School Diploma or GED
- Preferred: Some background experience/education in the Environmental Science areas (air, water, land, wildlife, hydrology, etc.)
- Computer literate (reports, grants, policies and procedures)
- Appreciation of environment and a desire to learn and expand knowledge of Reservation land
- Familiar with US Federal Environmental Regulations
- Able to assist in lifting up to 50 pounds

Other Requirements:

- Comply with Drug Free Workplace Policy
- Attend relevant environmental training, when necessary.
- Valid Driver's License and good driving record