

Position: Environmental Specialist #1  
Department: Public/Community Services-Office of Environmental Services  
Supervisor: Environmental Coordinator  
Supervises: No one  
FLSA Status: Non-Exempt

**Position Summary:**

Under immediate to general supervision, performs routine technical and professional work in an environmental quality or environmental/public health program or special project. Responsible for collection information and/or conducting various inspections and evaluations related to environmental quality, disposal of hazardous and solid wastes, sanitary and health conditions, protection of natural resources and similar environmental concerns. Basic and routine work is typically performed under general supervision with prescribed objectives in insuring compliance with existing tribal and federal regulations. More advanced technical and professional assignments will be well defined and well prescribed and performed under closer supervision.

**Duties and Responsibilities:**

- Collects requisite samples of water, soil, air, industrial waste or waste and/or food for bacterial and chemical analysis. Collects and tabulates data collected to determine sources or potential sources of pollution. Prepares and tests standard reagents, compounds and solutions; assists in performing more complex and specialized tests. Uses GPS and GIS to collect and encode data.
- Provides representation before professional and community groups in promoting environmental and solid waste issues; solicits cooperation in promoting environmental and solid waste issues; solicits cooperation in promoting sound environmental practices.
- Performs beginning level professional work in solid waste management, consumer protection or occupational health; performs inspections, investigations, data and sample collection and surveys; evaluates inspection and survey data and prepares technical records and reports; assists in the operation and maintenance of requisite monitoring and detection equipment, assists in making recommendations concerning remedial actions to correct environmental/solid waste problems.
- Assists in providing technical assistance to municipalities, industries, community groups and others regarding solid waste/environmental quality programs; assists in preparing technical program plans or specific areas of program plans for the preparation of grant applications.
- Performs related work as required and assigned.

**Knowledge, Skills, and Abilities:**

- Knowledge of the principles and practices of environmental quality and/or sanitation; of biological; radiological and chemical analysis; of environmental problems; of sample collection; of laboratory methodologies; of complaint investigations; of the preparation and review of environmental grant applications; of the survey and inspection of environmental and/or sanitary conditions; of consumer protection; of relevant public health codes and regulations; of solid waste regulations; of Indian lands issues.
- Skill in operating and maintaining monitoring and detection equipment; in conducting basic laboratory procedures; in establishing and maintaining professional working relationships with others; in writing technical reports; in collecting samples; in applying research methodologies; and GIS and GPS experience. Computer skills required.

**Education and Experience:**

- A bachelor's degree in a physical, natural or biological science, public health, environmental health or environmental science; OR an equivalent combination of education and experience, substituting one (1) year of professional experience in one of the above listed degree areas for each year of the required education.

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Employee's Signature

Date

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Supervisor's Signature

Date