

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No. EPA0150255

Date Posted: 6/15/04

POSITION NO: 936108

Closing Date: OUF

CLASS CODE: 3032

POSITION TITLE: Senior Environmental Specialist

DEPARTMENT NAME: NNEPA /Air Quality Control Program

DEPARTMENT NO.: 15 WORKSITE LOCATION: Window Rock, AZ.

WORK DAYS/HOURS:

POSITION TYPE:

GRADE: A660A

Days: Mon.- Fri.

Permanent:

SALARY:

Hours: 8:00AM-5:00PM

Temporary: Duration: _____

\$ 38,896.00 Per Annum

Part-Time: No. of Hrs/Wk: 40

\$ 18.70 Per Hour

DUTIES AND RESPONSIBILITIES:

Permit Program Development. Completing tasks for permit program development, such as: researching emissions data, researching existing guidelines, and applying them to create supporting documents on permit program components such as costs, personnel, and program activities. Meet with supervisor regarding permit program development, updates, goals, and deliverables; Updating documents and revising according to reviewer comments; Completing administrative review and SAS process for approval of documents including follow-ups, for example: Fiscal Management Plan, Jurisdictional Statement, and Treatment as a State application to USEPA region IX; Regulation Development. Check for appropriate legal language, document format and edits, also completion and follow-ups of administrative reviews and the SAS process on proposed regulations. Participate in meeting with legal counsel, other Government divisions, offices, and programs. Participate in meeting with supervisor to discuss regulation development, including, strategy, guidance, updates, goals deliverables; Office duties. Completing internal paperwork such as issuing Open Burning Permits, completing travel authorizations, reports. Attend meetings such as Navajo Nation Council and Resources Committee; Visits to source locations, filter change-out at air monitoring locations, in general, filling in where personnel are needed. Attend Trainings/Conferences; Occasionally, school presentation are given and public meeting are held to gather communication concerns and to increase awareness of our program's activities.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's Degree in Physical Science, Biology, Chemistry, or a closely related field;

Experience:

Four (4) years of experience working with environmental programs and/or projects; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. (To receive full credit for education, training, and experience, applicant must submit copies of college transcript, certificate, diploma, etc...);

Special Knowledge, Skills and Abilities:

Knowledge of federal & tribal environmental laws, use of computer applications and ancillary equipment: skill in the use of specialized equipment in the detection of environmental pollutants;

License/Certification Requirements:

and a Valid State Driver's License.

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