

PYRAMID LAKE PAIUTE TRIBE

www.plpthumanresources.org

JOB ANNOUNCEMENT

ENVIRONMENTAL TECHNICIAN (3)

Pyramid Lake, NV **Supervisor: Donna Noel**

\$12.40 - \$13.03 Per Hour, Full-Time, 40 hours per week

Non-Exempt CL 346, Gr 12, Step 1-3 DOE

JA 18-078

Date Re-Posted: 01/03/2019

Date Closed: 01/17/2019

DEFINITION: Performs a variety of duties assisting the Environmental Program in monitoring and managing Tribal environmental resources. Works in different areas within the program, including pesticide management, range, mines, water quality, wetland, biological and habitat assessments, emergency response activities, and environmental mitigation issues.

DUTIES AND RESPONSIBILITIES:

Report to the Environmental staff for specific assignments as needed.

Collect, record, and analyze data for various research studies, and prepare written reports for review.

Conduct wetland and riparian amphibian/birds/vegetation transects and surveys, involving field identification of plants, wildlife and amphibians.

Conduct aquatic biological and habitat assessments.

Assist in operational and research tasks, work plans, and/or problems.

Conduct and implement project management plans as needed.

Aid in the development of public education materials related to the environmental program.

Develop workshop materials, booklets, videos, pamphlets and newsletter articles for distribution to the Tribal membership and the distribution of such informational materials.

Provide administrative support to the Environmental department as needed. Input and maintain records and databases, literature and other necessary documents.

Analyze and interpret data; make recommendations for appropriate policy development.

Work with regulatory agencies and Tribal committees to coordinate program directives and goals.

Assist Environmental staff on a multitude of projects and work independently on assigned projects.

Assist supervisor with project management activities.

Attend meetings and trainings that are pertinent to assigned duties.

Perform related duties as required.

MINIMUM QUALIFICATIONS:

Must be computer literate and demonstrate a willingness to learn. Ability to plan and organize work, and set priorities.

Must possess good written and oral communication skills and work cooperatively with others.

Ability to write clear, concise and complete reports; work effectively with the public, Tribal departments and outside agencies.

Must possess a basic understanding of biological and chemical principles; knowledge and use of basic laboratory equipment.

Must possess an understanding of Tribal goals and objectives, Federal regulations, and interpret understanding of policy and environmental statements and ordinances.

Must be reliable with good judgment and personal initiative.

Must have a valid driver's license with verified good driving record and be insurable under the Tribe's insurance coverage.

REQUIRED EDUCATION AND EXPERIENCE:

High school graduate or GED equivalent. Two years experience in data collection, statistical analysis and record keeping, or at least one (1) year college/university course work in Biology, Chemistry, or a closely related field.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or, by calling the Human Resources Office at (775) 574-1000, extension 1119/1120. www.plphumanresources.org

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.