



ENVIRONMENTAL SPECIALIST

Position Title: Environmental Specialist
Department: Natural Resources
Period To Apply: 12/21/2023 – 1/26/2023
Supervisor: Natural Resources Director

Salary Range: \$55,000 - \$65,000
Position Status: Full-Time
FLSA Status: Non-Exempt
Job Posting ID: NRD - 212312

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

BASIC PURPOSE:

This position is under the general supervision of the Natural Resources Director and will report all activities related to this program to the Natural Resources Director and coordinate activities with other natural resource divisions.

The Environmental Specialist will be responsible for environmental quality monitoring, activities supporting the development of media specific programs, environmental review, and developing education and outreach materials and activities for the community.

MAJOR DUTIES AND RESPONSIBILITIES:

The Environmental Specialist will work closely with the Natural Resources Director, Pueblo Leadership, and departments to identify and address a broad range of Pueblo environmental priorities and concerns.

Assists the Director, Pueblo Leadership, and other departments in the development and/or revision of Tribal environmental and natural resource codes and ordinances for the benefit of the community.

This position will assist in the development of environmental media specific programs by conducting research, baseline monitoring and data management, developing applications and proposals, and coordinating with Pueblo Leadership and stakeholders.

The Specialist will be responsible for conducting activities to support Federal grant and contract management including developing funding proposals and applications, budgeting, reporting, and ensuring the timely completion of objectives and submission of deliverables.

Provides technical assistance to Pueblo members and departments and develops environmental education and outreach materials and activities for the community.

Coordinates and cooperates with internal stakeholders and external Federal, State, and local agencies on issues pertaining to natural resource management on Pueblo lands.

Supports the development of vulnerability assessments, adaptation and/or mitigation plans, and implementation identified actions and projects.

Responsible for planning, overseeing, and/or conducting activities that support the collection, transportation and disposal of recyclable materials and household hazardous waste collected within the community.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in environmental science, natural resources, ecology, biology, or other applicable field of study. One to three years of related experience, and experience working with Tribal communities is preferred.
- Experience in preparing technical reports, grant writing, and contract reporting documents.
- Proficient with Microsoft Office Suite and/or related software.
- Must be able to satisfactorily pass a background check.
- Extended hours or weekend work are uncommon but may be required in rare circumstances.
- Must possess a valid driver's license and be insurable through the Pueblo's insurance plan.
- Must be 21 years of age for insurance purposes.
- Covid-19 vaccination required. Reasonable accommodation considered.

KNOWLEDGE, SKILLS, AND ABILITIES

Advanced knowledge of established principles, concepts, and methods of environmental protection program work, and skill in applying this knowledge in performing a variety of duties involving the management, coordination, monitoring, oversight, or evaluation of routine programs, projects, or activities.

Practical knowledge and understanding of related fields (e.g., biology, ecology, chemistry, hydrology, physics, environmental law, and statistics) and their relationship to environmental protection.

Skills in using standard data gathering and analysis techniques to collect, track, summarize data and review technical information on environmental activities or quality and to identify and solve problems.

Thorough knowledge of applicable Federal environmental laws, regulations, statutes, and legislation governing environmental regulation and the application on Pueblo lands.

Ability to prioritize, plan, and carry out complex work assignments according to established deadlines.

Ability to give presentations and effectively communicate both orally and in writing to a broad range of individuals who may have opposing interests or views and resolve problems or conflicts as they arise.

Ability to develop and propose new projects and convey the importance as it relates to environmental quality to both Pueblo Administration and non-Pueblo entities.

WORK ENVIRONMENT:

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and field sites. There may be occasional exposure to moderate risks or discomforts in storage areas or field sites. The work requires infrequent but recurring physical exertion such as lifting items >50lbs, prolonged standing, bending, and stooping.

HOW TO APPLY:

- Incomplete applications may delay or exclude consideration; Please submit a complete application including a Cover Letter, Resume, Application, and College Transcripts.
- By email: HR@kewa-nsn.us
- Subject line: **Environmental Specialist**- [Your Name]
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo Pueblo, NM 87052
- On-line: santodomingopueblo.isolvedhire.com/jobs
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo Pueblo, NM 87052