Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?

Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?

**JOB TITLE:** ENVIRONMENTAL MANAGEMENT SPECIALIST

**DEPARTMENT:** ENVIRONMENTAL PROTECTION/ NATURAL RESOURCES

**CLOSING DATE:** Application review starts on JANUARY 13th, 2020, then open until filled

**POSITION SUMMARY**

The Environmental Management Specialist is primarily responsible for the Department’s Weed Control activities and Brownfields Program, oil spill response activities, and Tribe’s Waste Oil Recycling Facility and related programs including: conducting field inventories, identifying sites for assessment, supervising field technician(s), maintaining equipment, purchasing supplies, coordinating public outreach, progress reports and public records, and grant management.

**MANAGEMENT RESPONSIBILITIES**

The position is supervised by the Environmental Compliance Manager and directly supervises the Environmental Technician, Conservation Intern, and 1 seasonal tech or intern.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1) Directs Noxious Weed Control Program, implementing integrated weed management including: herbicides, early detection and rapid response, and biological controls on the Reservation, and maintaining permits and records.

2) Directs the Tribe’s Brownfields Program including inventory, tracking, performing or contracting site assessments and report writing to support reuse and management of contaminated sites, and program capacity development.

3) Coordinates Tribal spill response planning and training, maintains Tribal caches of spill response equipment, and provides technical support to Tribal Emergency Management for spills.

4) Oversees and Coordinates technicians, other field staff and volunteers in weed control, vegetation management and native plantings and in oil spill response training and response.

5) Manages the Tribal Waste Oil Recycling Facility and Tribal Small Quantity Generator program.

6) Responds to marine oil spills on the Reservation in collaboration with other Departments.

7) Provides technical assistance to Tribal Departments on potential contamination and environmental cleanup.

8) Other duties as assigned. The specific job duties described above are intended to be primary examples of assigned tasks and not meant to be exclusive. Employees are expected to perform any reasonable duties and tasks assigned to them by their supervisor or department director.

**MINIMUM REQUIREMENTS**

1) College degree (Master’s preferred) with emphasis and coursework in environmental, physical, or natural science, or other discipline appropriate to the position, and

2) 5 years of progressively responsible experience in environmental science or management.

3) Experience in Weed Control and Integrated Pest Management, with equipment, materials, and procedures used;

4) Experience in developing and managing oil spill response and training programs;
5) Familiarity with hazardous materials regulations, handling, and disposal;
6) Ability to develop QAPP and follow data quality assurance/quality control procedures for environmental data;
7) Physical ability to work in the field and from a boat during inclement weather as well as work in an office setting;
8) Experience using a computer, spreadsheet programs, data entry, technical presentations, and report writing;
9) Experience using desktop and mobile GIS applications for natural resources;
10) Experience in development and management of projects, programs, grants and administration of related contracts.
11) Supervisory experience of field technician(s) or similar staff.
12) Ability to maintain and safely operate ATVs, tractors, boats, trucks and trailers.
13) Valid Washington State Driver’s License (or valid driver’s license from another state with the ability to obtain WA license within 3 months),
14) 40 hour Hazwoper certification (or ability to obtain within 6 months).
15) Pesticide applicator’s license (or ability to obtain within 3 months).

DESired Skills:
1) Familiarity with Swinomish or other Tribal governments or communities.
2) Skilled in small engine repair and maintenance (saws, brush cutters, outboards and pumps).
3) Department of Interior Motorboat Operators Certification Course (MOCC) or equivalent.

WORK ENVIRONMENT AND TIME COMMITMENT
1) This is a full-time position (40 hours/week) performed both in an office setting and outdoors. Must be physically able to work in the field including, bending, lifting, walking over rough terrain, in streams, wetlands, and at beaches.

EMPLOYMENT CONDITIONS
The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. This position is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on a criminal background check.

TRIBAL PREFERENCE
INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

Employee: __________________________________________ Date: ______________________

Supervisor: __________________________________________ Date: ______________________

APPLICATION INSTRUCTIONS
- Download an Application at http://www.swinomish-nsn.gov/resources/human-resources.aspx or request an Application Packet by calling (360) 466-7347 or e-mail to aiedwards@swinomish.nsn.us or grendon@swinomish.nsn.us.
- Include a cover letter identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; do not write, “see resume on the application”.
- Return the application, along with the cover letter and resume to Gissela Rendon, Human Resources.
  o Email to grendon@swinomish.nsn.us or mail to:
    Swinomish Tribal Community
    Human Resource Office
    11404 Moorage Way
    La Conner, WA. 98257