

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2018-56**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Environmental Technician I</b>
<b>OPENING DATE:</b>	<b>October 24, 2018</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Environmental and Natural Resources</b>
<b>SALARY RANGE:</b>	<b>NE-10; \$29,682 - \$44,512</b>

**Position Summary:**

Under direct supervision of the Environmental Program Manager, assists the Environmental Program staff in conducting field work by gathering specific data and information, and supporting the program's scope of work. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Assists in conducting field work by gathering water quality and site investigations data which will be incorporated into work projects performed by various environmental related entities.
- Conducts regular inspections of the community recycling drop-off centers and coordinates with Laguna Utility Authority transfer of solid waste.
- Updates databases for the EPA and IHS. Updates EPA project plans including: photos and labeling of sites; GPS/GIS location (latitude and longitude); environmental conditions; soil and sediment sampling; water sampling; Catalogs sites.
- Assists with equipment maintenance and periodic calibration.
- Assists program staff with data entry.
- Provides appropriate reports and makes recommendations regarding findings and resolving problems; discusses plans and actions to be taken in making decisions.
- Conducts water quality parameter measurement and sampling.
- Monitors former dump sites and reports illegal dump sites for cleanup to supervisor.
- Participates in clean-up, removal, and closure of underground storage tanks.
- Conducts HazMat investigations and clean-up as needed.
- Negotiates with vendors for purchase of equipment and supplies.
- Assists with building and maintaining technical reference library.
- Provides outreach to community and tribal programs to promote various environmental protection projects
- Develops working relationships with Federal, State and other tribal entities.
- Attends staff and work group meetings, including meetings of the Tribal Emergency Response Committee.
- Maintains professional and technical knowledge by conducting research; attending relevant training and conferences.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.
- Performs other duties as required.

**Minimum Qualifications:**

Associate's Degree in Environmental Sciences, Hydrology, Natural Resources, Environmental Technology or related field plus six months of directly related experience required. An equivalent combination of related education and relevant experience may be considered. Fluency in the Laguna language preferred.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Environmental Technician I is designated as a Moderate Risk Public Trust (MRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

**Knowledge, Skills, Abilities, and Certifications:**

- Knowledge of applicable federal, state, county, and local environmental laws, regulations, and requirements.
- Knowledge of the principles of environmental conservation and management.
- Knowledge of the techniques, methods, and devices used to obtain samples for testing.
- Knowledge of proper spelling, grammar, punctuation, and math sufficient to carry out duties.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable laws, regulations, requirements, ordinances, and legislation.
- Ability to maintain confidentiality.
- Ability to make solid decisions; exercise independent judgment; to work independently; meet strict time lines.
- Ability to define problems, collect data, establish facts, and draw valid conclusions related to environmental issues.
- Skill in operating office machines and computer use, including Word, Excel, Outlook, and software applicable to the environmental field.
- Skill in GIS/GPS applications and in statistical compilation and analysis.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POLemployment@lagunapueblo-nsn.gov](mailto:POLemployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**