

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2023-99**

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

**POSITION:** Environmental Technician I  
**OPENING DATE:** December 21, 2023  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** Environmental Natural Resources  
**SALARY RANGE:** NE10; \$31,429 - \$47,154

**Position Summary:**

Under direct supervision of the Environmental Program Manager, the Technician assists the Environmental Program staff in conducting field work, gathers specific data and information and supports the Program's scope of work. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. 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: photos and labeling of sites; GPS/GIS location (latitude and longitude); environmental conditions; soil sampling; water sampling; brief descriptions of problems. Catalogs sites.
- Assists with equipment maintenance and periodic calibration.
- Assists staff with data entry for other program databases.
- 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.
- Assists with building and maintaining technical reference library.
- Provides outreach to community and tribal programs to promote various environmental protection projects and to provide information.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Obtains required certifications within specified time limits; maintains professional and technical knowledge by attending relevant training and by establishing networks with like programs.
- Performs other duties as required.

**Minimum Qualifications:**

Associate's Degree in Environmental Sciences, Hydrology, Natural Resources, Environmental Technology, or directly related field required. One (1) year of directly related work experience required. FEMA/ICS 100 and 200 Certifications preferred; obtains within six (6) months of hire. A combination of directly related education and relevant work 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 (MRPT) 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 various samples for testing.
- Knowledge of proper spelling, grammar, punctuation, and math sufficient to carry out duties.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to make solid decisions and exercise independent judgment; to work independently and meet strict timelines.
- Ability to define problems, collect data, establish facts, and draw valid conclusions related to environmental issues.
- Skill in 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@pol-nsn.gov](mailto:polemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
  4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**