Vacancy Announcement
Natural Resources - Environment

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 • 505-552-6728 • www.puebloofacoma.org

JOB TITLE: Environmental Technician (Full-Time/Regular) PAY RATE: $12.43/hr

OPENING DATE: August 6, 2020 CLOSING DATE: Open Until Filled

POSITION PURPOSE
Under direct supervision of the Environment Director, provides assistance with environmental relates issues. Maintains confidentiality of all privileged information.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Assists with the implementation and revision of the Pueblo of Acoma Water Quality Standards.
4. Assist with conducting baseline needs assessment to determine any potential environmental and human health issues, either seen firsthand or reported by community.
5. Will communicate directly with local, state and federal agencies, Tribal Administrators, U.S Environmental Protection Agency Project Officers, its Officials and/or Representatives.
6. May attend trainings in the area of database creation or management such as STORET, AWQMS, etc.
7. May attend Webinars are participate in conference calls with other tribal, state, federal agencies regarding environmental issues.
8. Maintains daily actual hours spent on specific EPA Grants as required by guidelines.
9. May prepare supplemental reports as part of programmatic reporting to funding source.
10. Assists staff in creating presentations for Environmental events, General Meetings, Council Meetings, Director’s Meetings, or for Outreach and Education.
11. Maintains and operates various technical equipment, GPS units, computer and/or laptop.
12. May assist with photocopying and filing documents.
14. May be required to attend meetings after normal working hours such as, general meetings, council meetings, outreach sessions, and/or other events relating to the Environment Department.
15. Maintains a professional and courteous demeanor.
16. Contributes to a team effort and accomplishes related results as required.
17. May perform other duties as assigned.

MINIMUM QUALIFICATIONS

Experience: • Minimum of two year’s work experience in an environmental or natural resource field, preferably dealing with water resources and/or water quality monitoring and sampling.

Education: • High School Diploma or GED.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:
• A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
• Ability to perform other duties as assigned
• Knowledge of traditional form of government and pueblo customs and traditions.
• Knowledge of the functions and structure of the Pueblo of Acoma.
• Knowledge of modern office practices, procedures, and equipment.
• Knowledgeable of water monitoring and sampling methods in accordance to the Quality Assurance Project Plan (QAPP).
• Knowledge of internet and email usage.
• Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
• Ability to communicate effectively both verbally and in writing, in the English language.
• Ability to maintain professional relationships with individuals of various social and cultural backgrounds and with co-workers at all levels.
• Ability to maintain confidentiality.
• Ability to handle multiple tasks and meet deadlines.
• Ability to carry out instructions furnished in verbal or written format.
• Ability to work independently with minimal supervision.
• Ability to demonstrate initiative and interest in position.
• Ability to learn how to use various water monitoring and sampling equipment.
• Ability to wade in waters and streams with appropriate equipment.
• Skill in operating business computers and office machines, including a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).

**PREFERRED QUALIFICATIONS**

• Bachelor’s Degree in Environmental Science or relates field preferred.
• Keres speaking.

**INDIAN PREFERENCE**

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

**OTHER**

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.

**Background investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

**Health Requirement:** None.

**Driver Check:** All applicants must possess a current valid Driver’s License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.
Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

VA0632020 Pueblo of Acoma is a Drug Free Workplace.