



# QUECHAN INDIAN TRIBE

## *Fort Yuma Indian Reservation*

HUMAN RESOURCE DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (760) 572-0213

FAX (760) 572-0515

## **POSITION DESCRIPTION**

**POSITION:** Environmental Technical Assistant

**SALARY:** \$12.00 per hour

**OPENING:** Wednesday, February 06, 2019

**CLOSING:** Wednesday, February 20, 2019

### **BASIC FUNCTION:**

Under the direct supervision of the Environmental Director, the incumbent will be responsible for any specific environmental projects

### **DUTIES & RESPONSIBILITIES:**

- Provide professional support and assistance to the Environmental Director.
- Assist with development of the comprehensive Tribal Environmental Plan and peripheral plans (Wetlands, Solid Waste/Recycling, QAAP, Air Quality, Water Quality, etc.)
- Help prepare grants for environmental funding.
- Coordinate project activities, timelines, and budgets to assure compliance and optimum performance.
- Assist in developing funding for infrastructure programs (sewer, water, air, transportation).
- Assist in drafting environmental guidelines, ordinances, and regulation.
- Preparing interim and final reports and deliverables.
- Employees must be willing to sign and agree to conditions of the Environmental Program Agreement.
- Performs other related duties as assigned and is allowable under the specific grant guidelines.

### **QUALIFICATIONS:**

- Must have a HS Diploma/GED.
- Associates degree at minimum, preferably Bachelor's Degree in Science or related fields and/or Any combination of education, training or experience, which demonstrates the ability to perform the duties and responsibilities of the position.
- Have basic knowledge of environmental codes and regulations (CWA, CAA, OSHA, SARA, CERCLA, FIFRA, TSCA, etc.)
- Ability to establish and maintain effective working relationships with employees, other agencies and public.
- Experience in directing and coordinating field operations that include sampling and analysis, excavating, site restoration, right of ways, surveys and ownership.

- Be able to work independently identifying problems and coming up with solutions.
- Be capable of setting priorities and coordinating several programs simultaneously.
- Be sensitive to environmental and cultural concerns.
  
- Follow written and verbal instructions.
- Communicate effectively verbally and in writing and know the basics of operation a computer and Microsoft Products.
- Must be able to work under minimal supervision.
- Must have a valid Driver's License and be insurable by the Tribe.
- Work odd hours, weekends and holidays.
- Be able to lift at least 50 lbs.
- Attend required training and seminars

**FOR MORE INFORMATION AND TO APPLY:**

**Quechan Tribe  
Human Resource Department  
350 Picacho Road  
Winterhaven, CA  
Telephone: (760) 572-0213 Ext. 280  
Fax: (760) 572-0515**

**Mailing Address:  
P. O. Box 1899  
Yuma, AZ 85366-1899**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Indian Preference must attach Certification of Tribal Affiliation. In other than the above, The Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe does adhere to the Drug-Free workplace act of 1988. Selected applicant MUST PASS a pre-employment Alcohol/Drug screening.