



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

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

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

POSITION DESCRIPTION

Position: Environmental Technical Assistant Part-Time

Salary: \$15.00 per hour

Opening: Monday, December 12, 2022

Closing: Open until filled

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 High School 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 the 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:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, and Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.