

**NORTHERN CHEYENNE TRIBE
ENVIRONMENTAL PROTECTION DEPARTMENT**

JOB ADVERTISEMENT

POSITION: Program Technician
DEPARTMENT: Environmental Protection Department
ACCOUNTABLE TO: Water Quality Coordinator
CLASSIFICATION: Permanent- 1 year
SALARY: \$31,200.00-\$33,280.00 DOE

OPENING DATE: November 10, 2021 **CLOSING DATE:** November 24, 2021 @ 4pm

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and certified college transcripts to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)**

SUMMARY OF WORK:

Must be able to work independently and capable of carrying out duties in the operation of the Northern Cheyenne Environmental Protection Department in the areas of the Water, Air, Brownfields, Solid Waste, Non-Point Source, Wetlands, Climate Change activities, and Day Labor work program. This position has been federally funded for 1 year.

Assist in the oversight and enforcement of programs within the department. Assist in the implementation of public participation. Assist in the collection of physical, chemical, and biological data. Assist contractors and staff in environmental studies to determine if the quality of the environment has been negatively impacted by human activities and climate change. Assist in the development of a comprehensive monitoring and assessment programs for the programs within the department to generate scientifically accurate data for the purpose of conserving wetlands, stream resources, air quality, brownfield contaminations, within the Northern Cheyenne Reservation.

JOB CHARACTERISTICS

Nature of Work, Job Environment, & Hazards: This position performs duties in the field and in the office, including training and attendance of workshops as schedule permits. Incumbent will attend water quality training for reservation riparian habitat protection, conservation, and protection of Water Quality Standards, Brownfield, solid waste and non-point source pollution training as required by the department. This position performs technical duties associated with the implementation of the Brownfield enforcement, Wetlands Conservation and Non-Point Source Programs within the Environmental Protection Department. Some work outside of normal working hours may be required. Position requires working outdoors in all weather conditions, exposing employee to all types of weather conditions. Position requires working in various types of terrain, including steep slopes, wetlands, and flowing water. There is potential to visit work sites that may contain hazardous substances/contaminants. There is a possibility of dealing with physical and verbal confrontations with members of the public. This position requires frequent use of motor vehicles. Due to the nature of work, job environment, and hazards entailed in this job, there can be a possibility of accidents, and various medical emergencies.

Personal Contacts: Contacts include the general public, tribal employees, tribal environmental personnel from across the country; U.S. EPA staff from operation, regional, and headquarters level; federal employees, state government employees, elected officials, local elected officials, and employees including county and city governments; staff from environmental organizations, school personnel, school students, and contractors to the Environmental Protection Department.

Supervision Received: Supervision in performance of duties will be provided by the Water Quality Coordinator.

Essential Functions: Performs duties that require the ability to assist in supervision as directed by organizational flow chart, write detailed reports and assist in the development of grants, assist in the coordination of program activities, provide technical assistance, communicate effectively, calculate, and make decisions.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

1. Ensures documentation requirements are met including Quality Assurance / Quality Control approval, Standard Operating Procedures, and assessment documentation.
2. Assists in the design and plans of monitoring and abatement plans for Lame Deer Creek restoration in compliance with Tribes Water Quality Standards and Federal EPA statutory laws
3. Implement Wetlands and Riparian monitoring and assessment program.
4. Gather information to develop management strategies to control non-native, invasive wetlands plant species.

5. Assist in the development of a management plan/strategies to identify invasive aquatic species in the Lame Deer Creek.
6. Evaluate the ecological effectiveness of wetland restoration projects and compensatory mitigation sites on the Reservation.
7. Assist in the development a Non-Point Source Education and Awareness Program.
8. Assist in the implementation of the Non-Point Source Best Management Practices.
9. Assist in the clean-up activities of the Lame Deer Creek Water Body
10. Assist in the rebuilding and Monitoring of the Air Quality Stations.
11. Assist in the identification/monitoring of Open dump sites

JOB REQUIREMENTS:

Skills: This position requires skills in coordination of activities, implementation of procedures, and program management. Additionally, computer skills and literacy are required.

Abilities: This position requires technical writing skills, for the development of program documents, workplans, proposals, and regulations. Must have the ability to organize, survey, and develop programs, work plans, and regulations. Must have the ability to effectively communicate orally and in writing. Must be able to lift heavy items up to 100 lbs.

EDUCATION, EXPERIENCE, TECHNICAL REQUIREMENTS:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience:

- Associate of Science Degree in a field related to the Environmental Sciences, natural resources or Business Administration/management. An equivalent combination of education and experience is defined as having college credits and a minimum of 1 year in the field of environmental science or a related field. This equivalent must entail experience related specifically to program management.
- Must possess a valid Montana Driver's License and must be insurable, under the Tribe's Insurance Policy.
- Must pass a urine analysis screening.