

**NORTHERN CHEYENNE TRIBE  
ENVIRONMENTAL PROTECTION DEPARTMENT  
JOB ADVERTISEMENT**

**POSITION:** Environmental Technician

**DEPARTMENT:** Environmental Protection Department (EPD)

**ACCOUNTABLE TO:** Brownfield Coordinator

**CLASSIFICATION:** Permanent Full-Time

**SALARY:** \$35,500.00-\$39,500.00 Depending on Experience/Education

**OPENING DATE:** 7/11/2024      **CLOSING DATE:** 7/24/2024

**HOW TO APPLY:** Submit a completed application, Resume, two (2) letters of recommendation, Valid Driver’s License copy, current driving record from the Montana State Driver’s License Bureau, diploma or college transcripts, training certificates, DD-214 Military Service Record (if claiming veteran’s preference), a Certificate of Indian Blood or Tribal Identification Copy (if claiming Tribal Preference) to the Human Resources Office, P.O. Box 128, Lame Deer, MT 59043.

**SUMMARY OF WORK:**

Collect physical, chemical, and biological data. Conducts environmental studies to determine if the quality of the environment has been negatively impacted by human activities. Help identify and rectify environmental impacts through the development and implementation of draft regulations to protect the environment. Assist in the revision of essential management plans, codes, standards, and ordinances, which relate to environmental protection. Responsible for creating partnerships with other tribal entities to further produce successful environmentally friendly redevelopment of aesthetics of Tribe. Performs professional program management towards the development and implementation of the Brownfields, Non-Point Source, and Wetlands Programs, Surface Water Programs, and Day Labor Activities. Assist the Coordinators in the drafting and development a public records, timely survey and inventory of Brownfield, non-point source, wetland sites, surface water, and day labor work crew and placements. Will assist management in development and implementing public participation procedures.

**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. This position

performs technical duties associated with the implementation of the Wetlands Conservation, Non-Point Source Programs, Brownfields. Surface Water and Day labor 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 Brownfield Coordinator.

**Essential Functions:** Performs duties as directed by supervisor, write detailed reports, coordinate program activities, provide technical assistance, communicate effectively, calculate, and make decisions.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Assist in monthly water collection activities in Surface Water, Wetlands and Riparian monitoring.
- Gather information to develop management strategies to control non-native, invasive wetlands plant species.
- Evaluate the ecological effectiveness of wetland restoration projects and compensatory mitigation sites on the Reservation.
- Gather information regarding Open Dump sites, abandoned vehicles, illegal dumping of wastes, etc.
- Seek out work sites for Day Labor Personnel
- Must maintain all files and records for Day Labor Activities
- Must prepare day labor program reports to funding agency.
- Assist in the Development a Non-Point Source Education and Awareness Program.

- Assist in the Development Non-Point Source Best Management Practices for implementation on the Northern Cheyenne Reservation.
- Work with “On-the-Ground” and complete current restoration projects targeting wetland, non-point source, stream restoration, and open dumping.
- Provide for overall program development and administration.

### **JOB PERFORMANCE STANDARDS**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Performs assigned duties.
- Performs quality management of projects.
- Effectively coordinates assigned projects.
- Prepares and submits accurate and timely reports.
- Assistance in the annual work plan and grant requirements.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with co-workers, supervisors, and the public.
- Adheres to standards of safety.
- Adheres to standards of confidentiality.

### **EDUCATION, EXPERIENCE, TECHNICAL REQUIREMENTS:**

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

- Associate Degree in a field related to the Environmental Science and or Business Management/Administration. An equivalent combination of education and experience is defined as having an Associate Degree or college credits that substantiate degree progress and a minimum of 1 years in the field of environmental science or a related field. This equivalent must entail experience related specifically to environmental technician duties.
- Must possess a valid Montana Driver’s License or acquire one within 90 days of hire and must be insurable, under the Tribe's Insurance Policy.
- Must pass a urine analysis screening.

**PREFERNCE IN HIRING:**

In accordance with the hiring preference policy of the Northern Cheyenne Tribe, first preference in hiring for this position will be given to qualified enrolled members of the Northern Cheyenne Tribe. (Attachment of Tribal Identification or Enrollment Certification must be provided)