



**SUSANVILLE INDIAN RANCHERIA**  
745 Joaquin Street  
Susanville, CA 96130  
(530) 257-4921

### **POSITION ANNOUNCEMENT**

**OPENING DATE OF ANNOUNCEMENT:** October 14, 2020  
**CLOSING DATE OF ANNOUNCEMENT:** Until Filled  
1<sup>st</sup> cutoff date 10/23/2020  
2<sup>nd</sup> cutoff date 11/06/2020

**POSITION TITLE:** Environmental Coordinator  
**SUPERVISES:** No  
**STARTING SALARY:** \$25.26 per hour  
**GRADE:** 14  
**POSITION CLASS:** Non-Exempt  
**NUMBER OF POSITIONS:** 1  
**STATUS:** Permanent  
**HOURS:** Full Time  
**SUBJECT TO P.L. 101-630:** Yes  
**BENEFITS:** Highly competitive package \**See below*

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

The Environmental Coordinator manages environmental protection activities to improve human health, ecological and natural resource conditions on or near the Susanville Indian Rancheria. Duties include conducting research, ground water and surface water sample collection, data collection and management, data analysis, environmental assessment and review, regulatory compliance, and fieldwork related to land, water, air, vegetation, wildlife, pollution, water quality and other environmental issues. The Environmental Coordinator organizes and participates in forestry projects.

**This position works with and around our children and youth and is therefore subject to P.L. 101-630.**

### **SPECIFIC AREAS OF RESPONSIBILITIES:**

- Assists in administering activities under the Environmental Protection Agency (EPA) General Assistance Program and EPA Clean Water Act grants.
- Writes, implements and reviews detailed environmental management plans.
- Implements studies and collects data on the local environment including soil contamination,

water quality, pollution, fish and wildlife, native and invasive plants, range and forestry practices.

- Participates in environmental activities including recycling, composting and household hazardous waste collection.
- Gathers geospatial data with GPS and creates databases and maps in ArcGIS.
- Develops reports in a timely manner and meets all reporting deadlines.
- Provides environmental outreach and education to the community including directing environmental and cultural activities with youth, developing outreach materials for the tribal community, presenting environmental information to the tribal community and reporting on environmental efforts in the SIR newsletter.
- Assists in developing grant narratives, objectives, budgets, cost estimates and identifies new funding sources.
- Assists in developing and drafting SIR environmental codes and ordinances.
- Assists with preparing invoices, payment applications and seeks reimbursement for project and grant activities.
- Attends environmental and forestry training sessions, conferences and meetings and becomes involved in local, regional and national environmental coalitions and workgroups.
- Other duties as assigned.

### **KNOWLEDGE SKILLS AND ABILITIES:**

Ability to obtain Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certification within 3 months of hire.

Strong written and verbal communication skills.

Ability to lift and carry at least twenty-five pounds to move supplies and equipment.

Ability to write environmental plans and reports.

Knowledge in how to implement and administer grant objectives, budgets and work plans.

Knowledge of the Environmental Protection Agency (EPA) General Assistance Program and EPA Clean Water Act grants.

### **MINIMUM QUALIFICATIONS:**

1. Must have a high school diploma or equivalent from an accredited high school.

2. Must have a four-year college degree in environmental science, natural resources, or related scientific field or five years of work experience in a related environmental field.
3. Must have a valid California driver's license or license from current residence state.
4. Must have four years of computer experience in Microsoft Windows software including Word, Excel, Outlook, Publisher and PowerPoint.
5. Must have two years of experience organizing data and producing maps in ArcGIS.
6. Must have two years of experience performing natural resources data collection and analysis.
7. Must have experience in ground water and surface water collection.
8. Must pass P.L. 101-630 background check.
9. Must pass pre-employment drug test.
10. Must have a valid CPR card or be able to obtain within sixty (60) days of hire date.
11. Must be willing to travel for training.

### **WORKPLACE ENVIRONMENT:**

**1. PHYSICAL SAFETY:** The work requires minor physical exertion, such as short periods of standing, walking over rough uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity.

**2. WORKING ENVIRONMENT:** Regular exposure to unfavorable environments such as weather or confined, dirty and noisy locations. Employees may be required to use personal protective equipment such as boots and gloves.

### **PERFORMANCE EXPECTATIONS:**

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.

- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

### **PREFERENCE POLICY:**

- 1<sup>st</sup> Preference: Enrolled member of a Federally Recognized Tribe.  
 2<sup>nd</sup> Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.  
 3<sup>rd</sup> Preference: All other applicants.

### **SIR BENEFITS PACKAGE:**

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

### **HOW TO APPLY AND APPLICATION REQUIREMENTS:**

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: [www.sir-nsn.gov/human-resources/](http://www.sir-nsn.gov/human-resources/) (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of tribal card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each minimum qualification.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to [jrobles@sir-nsn.gov](mailto:jrobles@sir-nsn.gov) or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.