



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

POSITION ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT: December 18, 2020
CLOSING DATE OF ANNOUNCEMENT: Until Filled
1st Cutoff Date: February 12, 2021
2nd Cutoff Date: February 26, 2021

POSITION TITLE: Environmental Technician
SUPERVISES: No
STARTING SALARY: \$21.88/ hr.
GRADE: 11
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 Technician performs a wide variety of technical and administrative duties for the Natural Resources Department including research, analysis, environmental review, regulatory compliance, and fieldwork related to the land, air, water, point and non-point source pollution, and other environmental issues. The Environmental Technician assists with implementation of multiple grant funded programs.

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

SPECIFIC AREAS OF RESPONSIBILITIES:

- Performs field surveys on tribal land natural resources.
- Keeps abreast of environmental regulations for the safe handling, storage and disposal of solid waste and household hazardous waste.
- Provides guidance for household hazardous waste removal and storage to SIR tribal community and SIR departments management.

- Completes fieldwork and data collection activities in order to achieve environmental grant's objectives.
- Implements the SIR composting plan and assists with the maintenance of the greenhouse, community garden and native plant garden.
- Continues to expand environmental knowledge by attending workshops, seminars, meetings, webinars and conferences as needed.
- Performs clerical duties as requested. These duties include preparing correspondence, writing reports, filing, and preparation of accounting invoices for grant compliance.
- Facilitates the SIR abandoned vehicle removal program.
- Implements and revises SIR environmental codes and ordinances and assists to develop new codes and ordinances as needed.
- Utilizes GPS, ArcGIS & other mapping equipment to collect and interpret field data.
- Writes and implements environmental plans, creates reports, and reviews regulatory compliance documents.
- Serves as the property custodian for the natural resources department.
- Contributes articles for the natural resources department newsletter on a quarterly basis.
- Participates in developing and implementing community and education outreach programs for the natural resources department.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

Excellent written and verbal communication skills.

Ability to participate in developing and implementing community and education outreach programs.

Knowledge of environmental regulations for safe handling, storage and disposal of solid waste and household hazardous waste.

Ability to write and implement environmental plans, create reports and review regulatory compliance documents.

Ability to implement a composting plan and assist with the maintenance of a greenhouse, community garden and native plant garden.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a two-year college degree related to natural resources or three years' experience collecting natural resource data, utilizing GPS, and performing environmental regulatory procedures.
3. Must have a valid California driver's license or license from current residence state.
4. Must have computer experience in Microsoft Windows software including Word, Excel, Publisher, and PowerPoint.
5. Must have experience in performing field work and data collections related to natural resources.
6. Must have experience utilizing GPS, ArcGIS and other mapping equipment to collect and interpret field data.
7. Must have experience preparing correspondence, writing reports, filing, and preparing accounting invoices.
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:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
 2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
 3rd 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/ (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 certification 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 nmerkle@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.