

# PYRAMID LAKE PAIUTE TRIBE

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## JOB ANNOUNCEMENT

### **ENVIRONMENTAL SPECIALIST**

Environmental Department, Nixon, NV  
NEGOTIABLE WAGE, Full-Time, Exempt  
Class Code: 432, Grade: 16, Step 1-3 DOE

**JA23-023**

**Date Posted: 05/02/2023**

**Date Closes: OUF**

**DEFINITION:** Under the direct supervision of the Environmental Director, performs specific objective and work plan activities under established environmental grants. Assists the Environmental Director in management duties, planning, administration of environmental protection programs and activities.

### **DUTIES AND RESPONSIBILITIES:**

Works in priority areas to gather, interpret data and write reports.

Establishes effective working relationships with the Tribal staff and technical staff of various agencies.

Researches a variety of data sources to obtain information needed to protect the Reservation's environment.

Responsible for setting up databases and inputting data entry of environmental records and other information.

Must become familiar with the basic environmental and scientific principles of air, water, soil and their role in an ecosystem and federal laws and regulations relating to the environment.

Assist in maintaining the environmental office computer system.

Assist in researching environmental protection and assist the Environmental Director in making the material available in a desirable format.

Assists Environmental Director in reviewing proposed economic development activities and issues reports on the consequences of the proposed actions.

Coordinates and assists with environmental and emergency response grant funding proposals for new sources of funding as well as ongoing grants, as directed by the Tribal Council.

Coordinates with other Tribal departments and organizations involved in environmental protection issues; promotes teamwork and consistent policy; provides accurate flow of information.

Attends meetings and training which affect Tribal emergency and environmental interests.

Provides written reports to the Environmental Director on activities, projects, training, and meetings

**DUTIES AND RESPONSIBILITIES Continued:**

Assist in developing workshop materials, booklets, videos, pamphlets and newsletter articles for distribution to Tribal membership.

Updates the emergency response manual.

Will be expected to develop expertise in air, water, soil, solid waste, preliminary environmental assessment and hazmat.

Assists with investigations of complaints concerning environmental problems and negative environmental situations on the reservation.

Will assist in drawing up and interpreting studies on various aspects of the reservation's environment.

Performs other duties as required or assigned by the Environmental Director.

**MINIMUM QUALIFICATIONS:**

Knowledge of Indian communities and their organizational structure and basic understanding of Indian law principles.

Sensitive to Indian sovereignty issues.

Must have ability and willingness to learn to utilize and assimilate all forms of environmentally related data and the ability to accurately summarize and make readable reports on complex data.

Must work with minimal supervision and work in a professional manner.

Able and willing to travel extensively for training, workshops, conferences, etc. Must attend some after work hour's meetings.

Must be reliable. Good judgment and personal initiative are important.

Must possess very good written and oral communications skills.

Must possess IBM computer skills and work with Windows based programs including word-processing, spreadsheets and database. Familiarity with the Internet and with a desktop publishing program is desired.

Must have technical and analytical skills to interpret technical environmental reports and data and the ability to take notes and accurately summarize.

Knowledge of tribal, state, federal codes, standards, regulations and environment procedures.

Must possess a valid driver's license and reliable transportation.

**REQUIRED EDUCATION AND EXPERIENCE:**

Must possess a Bachelor's degree from an accredited college or university in environmental science, hydrology, earth science, life science or other related fields of study.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, extension 1132/1119/1120. [www.plpthumanresources.org](http://www.plpthumanresources.org) and/or [hrrecruiter@plpt.nsn.us](mailto:hrrecruiter@plpt.nsn.us)

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

***Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991. -***