



POSITION DESCRIPTION

Job Title: Environmental Technician I
Reports To: Director, OEPP
Supervises: N/A
Salary Range: MIT Grade 4-6, non- exempt

Position Summary

Under the guidance of the Environmental Director, the Environmental Technician I shall provide technical support for the daily operation of the Mechoopda Office of Environmental Planning and Protection. This includes developing project plans, conducting field research, assessing data and preparing reports in the areas of water quality and watershed restoration, hazardous and solid waste management, emergency response, and other areas as needed. This position requires a self-starter who works well with a team and independently.

Specific Responsibilities

1. Develop basic quality assurance project plans.
2. Conduct field research for water quality monitoring, vegetation mapping, and watershed survey.
3. Assess data collected and prepare reports.
4. Perform GIS mapping using ArcGIS system.
5. Research funding sources for environmental projects.
6. Maintain equipment inventory, warranty issues, software updates, and supplies.
7. Responsible for effective document control and data entry.
8. Research and compile supporting documentation for program development.
9. Assist in developing cooperative working relationships and agreements with local, state and federal agencies to coordinate environmental protection and compliance.
10. Prepare newsletter articles, reports, technical documents, and assist in grant applications.
11. Prepare, and present, educational outreach activities and materials.
12. Attend trainings, conferences and/or meetings as requested.
13. Other duties as assigned.

Qualifications

1. A Bachelor of Science degree in a related natural resources field such as biology, botany, environmental science or geography, or other related field is preferred.
2. OR any combination of education, experience and training that would provide the required knowledge and abilities to perform the duties of this position.
3. Individuals who claim eligibility due to a combination of education, experience and training must demonstrate at least one year of specialized experience, at a level close to the duties of this position, which has provided the particular knowledge, skills and abilities required to successfully perform these duties. Candidate must also provide documentation of specialized training that makes him/her qualified for this position.

Other Requirements

1. Must be eligible for coverage under the Tribe's vehicle insurance policy. Must possess a valid California driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary, during or after regular working hours.
2. Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
3. This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 20 lbs.
4. Must be able to satisfactorily complete a background check, fingerprint live scan, and pre-employment physical, if applicable.
5. Must be able to satisfactorily pass a pre-employment drug/alcohol/substances test pursuant to the Drug-Free Workplace Act of 1988.
6. This work involves some physical exertion, such as long periods of standing, walking over rough, wet, or uneven or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities, or recurring lifting of moderately heavy items (50 lbs or more).