Job Title: Environmental Specialist-Air Quality
Closing Date: 07/01/2016

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 16-327
Job Type: Regular Full-Time
Department: Department of Environmental Quality
City: Sacaton, AZ
Location: 45 S. Church Street
Area of Interest: Environmental Quality
Salary Type: Depending on Experience
Salary/ Hourly Rate: $54,767 Salary
Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:
The Environmental Specialist - Air Quality is responsible for implementing air quality tasks within the Gila River Indian Community (GRIC), including permits, emissions inventories, compliance assistance, and monitoring and providing support with the continued development of the GRIC Tribal Implementation Plan.

ESSENTIAL FUNCTIONS:
• Collection of annual emission inventory data, logging information into and maintaining database.
• Provide technical support to the Community and industrial facilities in reviewing proposals from existing and prospective facilities and industries.
• Interprets air quality control regulations and provides explanation to the public
• Assess whether proposed operations, emissions and emission impacts comply with relevant limitations.
• Identify and analyze relevant legal and regulatory requirements.
• Establish and maintain on-going cooperation with other regulatory agencies.
• Draft permit documents and supporting technical memoranda.
• Assist in developing and implementing the GRIC Tribal Implementation Plan for air quality.
• Manage deadlines and timeframes for permit-related tasks, such as permit renewals, emission inventory requests, annual invoices, etc.
• Support maintenance, operation, calibration and data collection of air quality monitoring and meteorological stations, as necessary.
• Assist with compliance inspections of industrial facilities and businesses within the Community.
• Deliver and assist with presentations at public meetings, Tribal Committees and Tribal Council.
• Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:
• Knowledge of the principles, practices and techniques of environmental planning and protection and exercise discretion and independent judgment.
• Knowledge of the principles of Federal and Tribal Environmental Law, standards and regulatory process; including but not limited to Clean Air Act and other environmental regulations.
• Intermediate working knowledge of Microsoft Office (Word, Outlook, PowerPoint, and Excel.
• Skill in use of computer database preferred.
• Ability to effectively communicate (orally, electronically and in writing) with individuals from different backgrounds and different communication abilities.

• Ability to work independently with minimal supervision.

• Ability to write required reports and maintain records.

• Ability to analyze problems, gather and analyze data, and develop recommendations.

• Ability to maintain effective working relationships with other employees, Community Officials, contractors, and the general public.

• Ability to perform all physical requirements of the position and agree to maintain a Drug-free workplace.

REQUIRED EXPERIENCE AND TRAINING:
Bachelors degree from an accredited college or university in Environmental studies, Environmental Science, Natural Resource Management or closely related field, and two (2) years of progressively responsible experience in environmental permitting or engineering.

ADDITIONAL REQUIREMENT:
Valid state driver’s license with a current proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.

Non-Supervisory, Salary Position
Reports to Director or designee

BENEFITS INFORMATION:
• Medical – EPO or PPO Self-Funded Plan utilizing Blue Cross Blue Shield of Arizona Network
• Prescription Program
• Dental – Plan is provided through CIGNA with no deductible for preventive services or $50 (individual)/$150 (family) deductible for basic and major services
• Vision – plan benefits are provided through SightCare of Arizona and carry a $10 co-pay for exams, zero co-pay
• Life and AD&D – We offer voluntary or supplemental life insurance for Employee & Dependents through METLIFE Group Insurance. GRIC pays the full cost for your Basic Life and AD&D.

Other Voluntary Benefits –
• Aflac offers various supplemental benefit plans
• Flexible Spending Account (FSA)
• Short Term Disability
• Long Term Disability
• Employee Assistance Program
• 12 Paid Holidays
• Vacation Leave
• Sick Leave

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). The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)
Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)
Preference point for Spouse of Community Member (with proof of spouse enrollment)
Preference point for Veteran (must meet statutory requirements)

**HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.**
Visit our GRIC website and apply online: [www.gilariver.org](http://www.gilariver.org)