



TWENTY-NINE PALMS BAND OF MISSION INDIANS

Tribal Environmental Protection Agency
46-200 Harrison Place, Coachella, CA 92236

Tribal Air Technician

Job Description

Job Title: Tribal Air Technician
Department: Tribal Environmental Protection Agency
Reports To: Tribal Environmental Coordinator
Prepared By: Tribal Environmental Protection Agency
Prepared Date: November 28, 2018

SUMMARY:

The Tribal Air Technician will work under the supervision of the Tribal Environmental Coordinator, to protect human health and the environment on the Twenty-Nine Palms Reservation. The Tribal Air Technician will work in the Tribal Environmental Protection Agency (Tribal EPA) office to monitor, maintain and protect the environment on the Reservation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Perform duties as assigned by the Tribal Environmental Coordinator; including but not limited to: water quality/resources management, wellhead protection, nonpoint source pollution control, solid waste management, air quality management, and public education & outreach
- Perform sample collection and basic field analysis to collect environmental data, following established Quality Assurance Project Plans
- Install, calibrate, operate, troubleshoot, decontaminate, repair and maintain air monitoring equipment
- Perform air monitoring following Standard Operating Procedures
- Develop and update Standard Operating Procedures

- Follow established quality control procedures
- Maintain accurate, organized records of air monitoring, repair and calibration of equipment
- Prepare reports of air monitoring activities
- Maintain inventory of supplies for air monitoring and/or pollution control equipment
- Initiate corrective action for operational malfunctions of air monitoring and/or pollution control equipment
- Assist the Tribal Environmental Coordinator with developing necessary environmental impact studies, technical analyses, examinations, surveys, literature searches, tests, etc. as necessary to support such studies or to support Tribal decisions as appropriate
- Assist in recommending/implementing practices to reduce or eliminate air pollutants
- Perform field work activities related to air quality and other environmental projects.
- Attend training seminars, meetings, and conferences as assigned by the Tribal Environmental Coordinator
- Collect, calculate, validate, organize, archive, analyze and interpret environmental data
- Generate quarterly reports summarizing work activities, environmental reports based on interpretation of data, and other reports as assigned
- Draft updates to Tribal environmental plans, quality assurance plans, and other documents as necessary
- Perform other duties as assigned by the Tribal Environmental Coordinator

MANDATORY REQUIREMENTS:

- Associate's degree in environmental science, engineering or related field from an accredited college or university is required
- Experience and familiarity with air quality regulations
- Basic laboratory skills and technical capabilities
- Self-starting (requires minimum supervision); self-motivated; of leadership quality; has creativity, integrity, credibility, and knowledgeability; ability to troubleshoot and solve problems independently; motivated to learn
- Excellent communication, organizational skills
- Computer literacy and familiarity with Microsoft Office products
- Must travel for meetings, conferences and trainings

PREFERRED CREDENTIALS/SKILLS:

- Bachelors' Degree in environmental science, engineering or related field from an accredited college or university

- 2+ years of experience in the environmental field
- Previous air monitoring experience and training
- Working knowledge of tribal governmental affairs
- Database management experience

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk or sit; talk or hear; use hands to finger, handle or feel, reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds, and occasionally carry up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

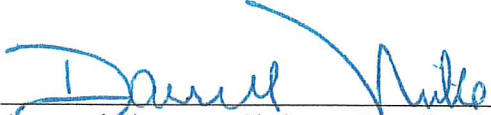
CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

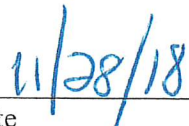
- Must be a U.S. citizen
- Must have a California driver's license
- Must pass pre-employment and periodic random drug screens
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License

INDIAN PREFERENCE ACT:

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with the Indian Preference Act:

1. Twenty-Nine Palms Band of Mission Indians Tribal Members
2. Other Native Americans
3. All other ethnic groups


 Approval Signature, Chairman Darrell Mike


 Date

 Employee Signature

 Date