

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

#### Job Requisition Form

**Department:** Environmental Protection

**Position to be filled:** Environmental Specialist

**Required Qualifications/Essential Duties:**

- Must have High School Diploma or General Education Degree (GED) plus a 1 year experience working in Air Monitoring System.
- Must have valid California Driver License – **REQUIRED**
- Must be insurable by companies’ insurance carrier and maintain throughout employment – **REQUIRED**
- Indoor & Outdoor Air Quality Certificate- **REQUIRED** (or must obtain in 6 months of hire)
- Develop air Quality monitoring Solid Waste, and Recycling Programs;
- Implement Air Quality and recycling outreach and training programs to employees, children and community members.
- Implement environmental projects relative to environmental resources on Santa Rosa Rancheria;
- Identify potential problem areas environmental projects and programs implemented on the Santa Rosa Rancheria;
- Prepare reports to summary data and cost-effective purchase analysis;
- Drive to various point to ensure appropriate action are followed according to policies and procedures;
- Determine and ensure the kinds and amounts of chemicals to be use in solid waste system;
- Ensure Solid Waste treatment, equipment, and supplies procurement;
- Assist EPA Water Technician and work with Air Quality Monitoring Programs;
- Assist EPA Water Technician in the collection of water samples;
- Drive to Training and Testing sites;
- Adept at maintaining a positive, open, approachable and professional relationship with a diverse group;
- Comfortable with managing conflict and responding to customer problems with a sense of urgency;
- Commitment to providing a high-quality service experience for guest;
- Other duties as assigned;
- Drive company vehicles or personal vehicles to conduct business on behalf of the E.P.A Department
- Other Duties as assigned.

**Reports To:** Director

**Starting Rate of Pay:** \$18.00 per hour (Non-Exempt)

**Approximate Hours:** 40+ hrs per wk

**Posted:** June 2, 2020

**Deadline:** Open Until Filled

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Department Director                      Date

\_\_\_\_\_  
Human Resources Director              Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.