

PLEASE POST
IN HOUSE AND PUBLIC POSTING

DEPARTMENT: TMTC
JOB TITLE: Environmental Specialist
POSITION RUNS: 2.24 – 3.11.10
STATUS: Full-time/benefited/non-exempt

Position Summary: Under the supervision of the Environmental Manager, the Environmental Specialist will become familiar with all aspects of the Tribe's Environmental and Natural Resources Plan (ENR Plan). The position is funded by a GAP (General Assistance Program) grant from the U.S. EPA and is limited to performing activities as outlined by the EPA Work plan.

A qualified candidate will:

Assist in planning, documenting and carrying out specific projects to implement the ENR Plan in accordance with applicable codes, regulations and the US EPA GAP Grant Work plan. Conduct community outreach for the Tribal Environmental Program through education, activities, newsletters and active participation in the community. Interact with regional agencies such as county, USFS, fire, and private businesses to accomplish departmental projects. Attend training classes and workshops, as needed to further program goals. Conduct research, collect, organize and refine data for reports and surveys. Implement Tribal Waste Plan including annual update and coordinating activities outlined therein. Assist in preparation of a variety of reports to the Tribal Administration, Tribal Council and the EPA GAP grant program including quarterly, progress, fiscal and project-based reports. Maintain accurate files and records of departmental activities, inspections, test results, etc. Perform other related duties, as required.

Qualifications must include:

High school diploma, GED or equivalent. Experience required in related fields, or college education preferred. Computer literate, specifically with Windows OS with an emphasis on Word, Excel, internet and email. Capable of interpreting and following applicable codes and ordinances. Ability to work cooperatively as part of a team or committee to analyze problems, prepare and propose solutions, in accordance with ENR Plan goals. Ability to maintain tactful relationships with Tribal members and other Rancheria residents, regulatory agencies, fellow employees and the general public. Experience working with tribal government preferred. Possess valid California Driver's License and maintain current vehicle insurance **DMV Printout required.**

To apply: Contact HR at 928-5308 OR www.mewuk.com
OR

Pick up an application and job description at the Tribal Hall
19595 MiWu Street
Tuolumne, CA 95379

POSITION CLOSES: THURSDAY, March 11, 2010