

Position Description

Air Quality Program Coordinator

Full time (1 FTE) Depending on funding availability

Position Reports to: Environmental Director

General Summary Description:

The Environmental Air Quality Program Coordinator is responsible for coordinating the Clean Air Act Section 103/105 ambient and indoor air quality programs. Coordination of programs includes; grant development, implementation, and reporting. The Environmental Technician also provides administrative and clerical support to solid waste and wastewater utility programs including billing, purchasing, account management, and general bookkeeping.

This position is responsible for performing a wide variety of technical and administrative duties including but not limited to:

- Plans for long-term air quality program development
- Coordinates with local, Tribal, and federal agencies for both air quality, healthy homes, and climate resilience program development
- Conducts air quality monitoring in both indoor and outdoor/field conditions
- Manages and interprets air quality monitoring data
- Attends local, regional and national training, capacity building and coordination events
- May represent the Tribe in regional and/or national Tribal environmental workgroups
- Develop technical documents, including, but not limited to; Quality Assurance Project Plans, Assessment and Monitoring plans, and Standard Operating Procedures
- Assist with corrective plan development to improve environment
- Develop new proposals for federal funding
- Develops and conducts environmental education activities, events and publications for diverse community audience
- Research, develop and write quality assurance project plans, standard operating procedures and progress reports relating to ambient air quality;
- Operate ambient air quality monitoring equipment to assess regional haze, particulate matter, mercury deposition, and weather. Gather, store, assess and report on the data from monitoring;

- Assist in reviewing the Kickapoo Tribe in Kansas emissions inventory, verification of the source inventory and acquisition and review of states and federal air quality data;
- Attend regional meetings, national meetings, trainings and workshops to gain required certifications, knowledge and networking. This will require distant overnight travel and may be lengthy;
- Uses Geographic Information System (GIS) and Global Positioning System (GPS) to produce maps of air quality on the reservation;
- Completes general administrative duties such as filing, purchase orders, grant documentation, reporting and maintaining workstation and equipment. Assists with other program needs as requested, conducts community outreach and education at a variety of different venues;
- Works closely with the guidance of EPA Air Quality Program Officer

Performs other duties as assigned by the Director or Tribal Council.

Qualification Requirements:

- A bachelor's degree in environmental science, biological science, physical science or directly related field and/or directly related experience is preferred.
- Must have the ability to communicate effectively both orally and in writing.
- Must be able to work in weather extremes, lift 60 lbs and exercise safety at all times.
- Must be proficient with Microsoft Office (Excel and Word). Knowledge of programming preferred.
- Mechanical aptitude and diagnostic ability with electronic equipment preferred.
- Must have a valid and active Driver's License
- Must have clean criminal background and able to pass drug free test.
- Clean Driving Record- Driving its part of your job duties.
- Strong oral and written communication skills
- Must be reliable, punctual and dependable in order to meet the needs of the department and Kickapoo Tribal in Kansas..
- Must be available to work a flexible schedule to meet the demands of the position
- Must possess professional work ethics, manner, and appearance

- Must possess the ability to operate general office equipment, including but not limited to: telephone, computer and operating systems, computer software programs (Microsoft Office programs)
- Capability of attending off-site training
- Follows all safety and preventative procedures required on the job sites

Desired Skills & Experiences:

- Proficiency with ArcGIS and GPS, Microsoft Office, Data Analysis, SAS, SPSS
- Experience working with indoor and outdoor air quality testing assessment
- Experience as the Air Quality Program Coordinator in Private and Government Entities.

COMPENSATION:

Financial compensation will be commensurate with applicable experience. The Environmental Specialist will also enjoy a flexible work schedule in a fun, fast-paced, positive work environment with excellent coworkers.

Pay Range: \$19.00 to \$ 23.00 Depending on Qualification

Privacy Act:

Environmental Specialist must comply with all requirements and provisions of Subpart D. of 43 CFR, Part 2, which implements the Privacy Act (5 USC 552a) (i)(1).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Employee signature

Date

