

KICKAPOO TRIBE IN KANSAS ENVIRONMENTAL OFFICE
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Title: Air Quality Coordinator

Reports to: Environmental Director

Status: Full-Time, Exempt

Location: Kickapoo Tribe in Kansas Environmental Office

Closing Date: 09/14/18

Compensation: \$17-20/hr, DOE

General Summary of the Position:

The Air Quality Coordinator (AQC) works under general supervision and is responsible for ensuring proper data collection and management, data analysis and reporting, project implementation, administration, and planning of air quality projects. The AQC performs technical and skilled work, and operates and maintains a variety of monitoring equipment in the completion of various air quality data collection and research projects. This is a full-time, permanent position based in the Kickapoo Tribe in Kansas Environmental Office, and is supervised by the Environmental Director.

Essential Duties & Responsibilities:

The Air Quality Specialist manages the Kickapoo Tribe Air Quality Program including:

- Monitoring, data collection, and analysis of ambient air quality conditions and air toxics to ensure protection of Reservation air quality and the health and welfare of the Community and to address emission sources of concern on and off Reservation and in the surrounding airshed
- Provides technical air quality information and analyses to assist the Environmental Director with regulatory and permitting issues and development of increased regulatory capacity of the Tribe to ensure air quality protection;
- Coordinate and/or conduct indoor air quality assessments in Tribal housing and buildings;
- Organize and coordinate work plan activities, budget and timeline to meet grant project goals;
- Support staff with preparation and management of materials and reports;
- Work closely with the community residents to maintain communication and promote project activities.

Other Duties: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Qualifications

- Awareness of:
 - Applicable federal regulations and programs under the Clean Air Act;
 - Air Quality dispersion modeling; and
 - Ambient air quality and air toxics monitoring and reporting including equipment, techniques and procedures;
- Demonstrate strong oral and written communication skills.

- Experience using a computer, spreadsheet, database, air quality data collection programs, data entry, creating technical presentations, and scientific report writing;
- Scientific and analytical skills related to air quality monitoring and protection;
- Ability to follow detailed data collection and data quality assurance/quality control procedures;
- Must have college degree, or currently working towards one, in Environmental Science of a related field;
- Knowledge of general office procedures;
- Excellent written and communication skills;
- Strong organizational skills;
- Must be able to prioritize and perform multiple activities under tough deadlines;
- Ability to work independently and in a team environment, as needed;
- Willing to work outdoors throughout the year.

Other Requirements:

Must be able to pass a criminal history background check, be bondable, and eligible to obtain a valid Kansas State Driver's License and be insurable under the Tribe's vehicle insurance policy. Must pass an initial drug test and participate in a random drug-testing program of the Tribe. Travel required including to local program sites, out-of-state travel for staff training, and grantee meetings/conferences as needed.

Drug-free Workplace Policy:

The Kickapoo Tribe in Kansas is committed to a drug-free work environment and requires all employees to participate in an employee drug-testing program as a condition of employment.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applications in absence of qualified Indian Preference eligible applications.

Privacy Act:

The Director of Human Resources must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USC552a)(i)(1).

Contact:

- Kickapoo Tribe Human Resources Department, 1121 Goldfinch Road, Horton, KS 66439
- (785) 486-6601
- Submit job application and resume at <https://www.ktik-nsn.gov/employment/>.