

<p style="text-align: center;">KICKAPOO TRIBE IN KANSAS Position Description</p>
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Position Title: Environmental Specialist - Water Quality and NPS Program Coordinator

Status: Full time- 40 hours per week with excellent benefits

Rates: \$24.00 to \$30.00 DOE

Supervisor: Environmental Director

Position Summary:

The Environmental Specialist will work under the supervision of the Environmental Director primarily works on the tribal Clean Water Act 106 and Non-Point Source (NPS) Pollution Program; however, opportunities will be present to assist on a variety of tasks associated with environmental protection, regulations, and tribal environmental capacity building goals.

Responsibilities:

- Researches funding sources for environmental programs and writes proposals to secure continued funding and new funding for these programs.
- Must possess excellent verbal and written skills and be able to communicate ideas and concepts adequately.
- Ability to comprehend and interpret environmental control laws, rules and regulations.
- Assess the water of surface streams, and groundwater throughout the Kickapoo Reservation and surrounding area.
- Independently collect water samples and operate analytic instruments in the field in a manner consistent with written standard operating procedures.
- Shall review, evaluate and report water quality data to the supervisor and Tribal Council as requested.
- Shall be responsible for developing and maintaining a positive working relationship with a variety of State and Federal agency representatives and the general public living on and near the Kickapoo Reservation.
- Shall be responsible for identifying and directing the future work of the water quality component of the Tribe's EPA office.
- Other related duties as assigned by supervisor.
- Conduct habitat assessments and bio-assessments of wadeable streams
- Calibrate and operate water quality sonde in the field
- Write assessment reports and quality assurance procedures
- Upload water quality data to STORET
- Researches funding sources for environmental programs and writes proposals to secure continued funding and new funding for these programs.
- Coordinate environmental education and community awareness activities and displays at public events, employee events, Kickapoo Nations Schools, and Head Start.
- Attend and successfully complete training programs as assigned
- Gather current, scientific, and regulatory data for environmental education materials and tribal newsletters.

- Examine and prepare charts, tables, maps, and other pertinent documents for the interpretation of data; and prepares reports of findings and analyses using Microsoft Office Suite.
- Ability to establish and maintain an effective working relationship with public officials, management, and the general public.
- Ability to comprehend and interpret environmental control laws, rules and regulations.
- Network with national, regional, tribal, state, and local governmental agencies; primarily at quarterly EPA Region VII RTOC meetings.
- Attend trainings regarding environmental issues, as assigned by Director, primarily through the Institutes for Tribal Environmental Professionals.
- Ability to organize and complete work as necessary to meet deadlines and project goals.
- Other duties as assigned by the Environmental Director.

Specific Duties:

1. Operate analytic meters in the field in a manner as described in their operating manuals to access environmental contamination of surface water bodies and record the results in field notebooks.
2. Maintain custody of water samples and deliver them to the analytic laboratory.
3. Review and evaluate analytic laboratory reports for the water samples collected, organize the data, create spreadsheets and store analytic data.
4. Interpret analytic water quality data, draw conclusions and prepare technical documents summarizing the findings, including interim and final project reports.
5. Assist in the development and maintenance of the Surface Water Quality Assessment Quality Assurance Project Plan.
6. Attend and successfully complete training programs as assigned.
7. Maintain field equipment as described in operating manuals.
8. Attend regional and state water quality meetings as assigned by supervisor.
9. Identify water quality issues of concern to the Tribe and design assessment project to evaluate these concerns and document their significance.
10. Understand and implements the concepts and protocol described in the Quality Assurance Project Plan.
11. Develop and conduct outreach/education activities on water related topic to the Kickapoo Community.

Minimum Education/Experience:

- Bachelor's degree or higher with focus on environmental studies, natural sciences, resource management, watershed science, conservation planning, or other related fields
- Knowledge of watershed stewardship and conservation, resource management, water quality/storm water science and hydrology.
- Three or more years of professional experience, including field work
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including Word and Excel
- Highly organized and motivated self-starter with the ability to prioritize

- Ability to work independently as well as part of a team
- Physically able to work in the field (climbing in and out of streams, lifting, carrying supplies and equipment, planting, etcetera) during all seasons
- Valid driver's license and clean driving record

Desired Skills & Experiences:

- Proficiency with ArcGIS and GPS
- Familiarity with production agriculture and personal interest in conservation and agriculture
- Experience working with watershed and other Native American tribes
- Master in Environmental Science and 3 years of Experience as an Environmental Specialist

COMPENSATION:

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

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.

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) and Kickapoo Tribal Employment Rights Ordinance (TERO). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.