

<b>KICKAPOO TRIBE IN KANSAS</b> <b>Position Description</b>
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**Position Title:** Environmental Specialist – Wetland Program Manager

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

**Supervisor:** Environmental Director

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**Position Summary:**

The Environmental Specialist will be responsible for managing all activities involved with the Wetland Program Development Grant under the supervision of the Kickapoo Environmental Office Director. The applicant will have experience in and/or be familiar with wetland delineation and conditional assessment, verifiable through references and work experience. Applicant will have the opportunity to assist on a variety of tasks associated with environmental protection, regulations, and tribal environmental capacity building goals. Related experience will be applicable in the decision making process.

**Duties:**

- Conducting wetland habitat and delineations assessments according to the USACE Midwest Regional Supplement, and USRAM
- Collecting GPS waypoint and track data using Trimble and related software
- Examine and prepare charts, tables, maps, and other pertinent documents for the interpretation of data; and prepares reports of findings and analyses
- Assist the Water quality coordinator in monitoring streams, ponds, and groundwater wells
- Coordinates environmental education and community awareness activities and displays at public events, employee events, Kickapoo Nations Schools, and Head Start
- Attending trainings regarding environmental issues, as assigned by Director, primarily through the Institutes for Tribal Environmental Professionals
- Providing inter and intra departmental support as needed
- Networks with national, regional, tribal, state, and local governmental agencies; primarily at quarterly EPA Region VII RTOC meetings
- Complete duties as assigned by the Environmental Director.

**Desired Knowledge, Skills, and Abilities:**

- In-depth knowledge of Microsoft software, particularly Word, and Excel
- Working knowledge of ArcGIS and GPS units
- Familiarity with writing grants, assessment reports, and quality assurance procedures
- Ability to organize and complete work as necessary in order to meet deadlines and project goals.
- Familiarity with Clean Water Act 104, and 404

- Ability to establish and maintain an effective working relationship with public officials, management, and the general public
- Must possess good verbal and written skills and be able to communicate ideas and concepts
- Ability to comprehend and interpret environmental control laws, rules and regulations.

**Minimum Education/Experience:**

- Bachelor's degree in Environmental Science, Natural Resources, Biology, or other related field.
- Minimum of two (2) years of experience in wetlands field with experience working with Indian Tribes is preferred.
- Related work experience demonstrating the ability to perform the above functions
- Valid driver's license
- Ability to work both independently and as a team member
- Ability to lift 60 lbs, stand for 5 hours each day, and operate motorized vehicles when necessary.
- Familiarity with U.S. Environmental Protection Agency funding sources.

**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.