

JOB ANNOUNCEMENT

POSITION: Air Quality Technician
SUPERVISOR: TEPP Director
SALARY: \$22.38/hour (Grade 20, Step 01)
ACCOUNT CODE: 20-5140-0000-23-6000
CLASSIFICATION: NON-EXEMPT

OPENS: September 12,2023

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS: This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal data. This person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

JOB SUMMARY: Under the general supervision of the TEPP director the incumbent will

perform outreach duties and air quality monitoring for the TEPP Department.

BASIC FUNCTIONS: Modify, repair, inspect, deploy, verify, maintain, and calibrate a variety of electronic, pneumatic, analytical, mechanical, meteorological, communications, and optical air quality monitoring equipment and data acquisition systems; take samples and process data from the air quality monitoring network at monitoring sites throughout Duck Valley; document all activities; prepare report and records; and participate in projects and SOP/QAPP development in compliance with the EPA. Perform data review, verification, validation, and analysis. Update the general public and the Business Council of Air Quality issues/concerns.

DUTIES:

1. Will develop annual grant proposals, work plans and budgets to secure funding for the development and implementation of the Tribal Environmental Protection Program.
2. Will administer Tribal Grants to include the preparation and submission of quarterly reports and/or periodic evaluations and to negotiate the cooperative Agreements with funding agencies.
3. Modify, repair, inspect, deploy, verify, maintain, and calibrate a variety of electronic optical, pneumatic, analytical, mechanical, meteorological, and communications air monitoring instruments in the field or shop.
4. records all maintenance and quality control and assurance procedures.
5. computer data and product printouts, regression analysis, calibration graphs, pollution level graphs and other computer-generated information.
6. conduct onsite inspections and equipment maintenance and repair
7. Work out of doors in various weather conditions, dust and noise.
8. May attend meetings or training courses outside of normal working hours.

9. Assists in the planning and development of departmental and/or divisional internal policies and procedures.
10. Must perform additional duties and assignments as directed by supervisor.

WORKING ENVIRONMENT & PHYSICAL DEMAND: Mobility to work in a typical office and outdoor setting, use standard office equipment and drive a motor vehicle in order to visit various job sites; strength and stamina to conduct various investigations at various sites; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment. May involve significant walking, climbing, stooping, and performing functions in areas with limited clearances.

MINIMUM QUALIFICATIONS:

1. Must have a High School Diploma or have successfully completed the GED Program.
2. Must have a valid Nevada or Idaho Driver's License and be insurable with the Tribes' insurance carrier.
3. Minimum of one (1) year of full-time experience in an environmental field. Experience in air quality programs is desirable.
4. Must be familiar with the Clean Air Act.
5. Must be experienced in operating a computer workstation and competence in the use of the Internet and emailing.