

## **JOB ANNOUNCEMENT**

**POSITION:** Hydrocarbon Plume Specialist

**PROGRAM:** Tribal Environmental Protection Program

**SALARY:** \$20.75/hr. (Grade 16, Step 03)

**ACCOUNT CODE:** 20-5160-0000-26-6000

**SUPERVISOR:** TEPP Director

**DIVISION:** Tribal Projects & Natural Resources Administration

**CLASSIFICATION:** NON-Exempt

**OPENS:** December 30, 2025

**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.**

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-**

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### **SPECIAL CONSIDERATIONS:**

This position is subject to a random drug testing and background investigation because of the access to sensitive personal data. Unless exempted by the provisions of the ADA, this person will be required to regularly operate Tribal vehicles.

## **JOB SUMMARY:**

Under the general supervision of the TEPP the incumbent will perform management and remediation of hydrocarbon contamination, office, research, and communicate with contractors and regulatory agencies for the TEPP Department.

## **BASIC FUNCTIONS:**

As a Hydrocarbon Plume Specialist, you will be responsible for assessing, monitoring, and managing hydrocarbon plumes, ensuring effective remediation and minimizing environmental impact. The incumbent will research historical spills and releases of hydrocarbons/pesticides; filing historical information in the appropriate area; digitizing and organizing files. The incumbent may have other duties as assigned, within the Tribes, without additional compensation.

## **DUTIES:**

1. Will be required to perform duties such as typing correspondence, travel arrangements, routing documents (electronically & physically) and other duties as necessary to maintain efficiency in the TEPP Office.
2. Will be responsible for the filing and filing systems for the TEPP Office.
3. Collaborate with the Environmental Protection Agency, Legal, Bureau of Indian Affairs, and the Business Council on information.
4. Will be responsible for posting notices locally and electronically for the TEPP Offices and filing accordingly.
5. Oversee field operations related to hydrocarbon plume management, including sampling, analysis, and deployment of remediation technologies.
6. Answers and completes tribal members and general public's general information questions and correspondence, in person, on the telephone or through electronic means or will refer inquiries to supervisor and/or the appropriate staff.
7. Assists in creating announcements for community.
8. Provide technical expertise and support to clients, stakeholders, and regulatory agencies regarding hydrocarbon plume management.
9. Assists with researching and compiling data/information for tribal members, staff, public and TEPP Offices.
10. Completes forms in accordance with tribal procedures. Maintains copies of forms for TEPP Offices or other staff.
11. May be required to work, attend meetings or events after regular business hours and/or on weekends.
12. May be required to take a day trip and overnight travel to conferences/trainings.
13. Performs other related duties as assigned.

## **WORKING ENVIRONMENT & PHYSICAL DEMAND:**

Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (this may be accomplished with assistive devices); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

## **MINIMUM ACCEPTABLE 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. Must have general knowledge of tribal procedures, policies/ procedures and laws.
4. Must be skilled in clerical systems; i.e., Microsoft-based programs, managing files and records, designing forms and other office procedures and terminology.
5. Must be neat and congenial due to relationship with general public on a daily basis.
6. Must be able to handle pressure and stressful situations and show true professionalism with frequent interruptions and a high degree of public contact.
7. Must have customer service, communication, organizational and telephone etiquette skills, a positive attitude and be able to multi-task.