



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	N
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	N

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

**Depending on qualifications, the successful candidate will be appointed at either an Environmental Management Specialist 2 or Environmental Management Analyst (Specialist 3).*

JOB TITLE: Environmental Management Specialist 2/Analyst (Specialist 3)

DEPARTMENT: Environmental Protection / Natural Resources

CLOSES: OPEN UNTIL FILLED

POSITION SUMMARY:

The Environmental Management Specialist/Analyst leads the Tribal Brownfields Tribal Response Program, including assessment of potentially contaminated lands, Brownfields site management, and oil spill preparedness, prevention, and response. The Environmental Specialist/analyst is responsible for coordinating property inventories and assessments, program-related public outreach, Oil Spill Response Organizations (OSRO) collaboration, maintenance of program equipment and development of the Tribal Vessels of Opportunity and staff volunteer oil spill response programs. The Environmental Management Specialist/Analyst may also perform Construction Stormwater General Permit site inspections. The incumbent is responsible for coordinating program spending, grant management, and preparing technical reports and presentations. The position is supervised by the Environmental Manager and supervises technicians or interns as funding allows.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Programmatic duties include site inventories and assessments on Tribal properties, hazardous waste management, technical support for Tribal waste oil recycling facility, and coordination of related outreach and reporting;
 - a) *Environmental Management Specialist 2* programmatic responsibilities include:
 - Supervision of 1-2 technical staff as funding allows;
 - Oversight of the Tribal Brownfields Program including inventorying, tracking, performing or contracting site assessments and report writing to support reuse and management of contaminated sites, and program capacity development.
 - Tribal spill response planning and volunteer responder program development, maintains Tribal caches of spill response equipment, and provides technical support to Tribal Emergency Management

- for spills; responds to marine oil spills on the Reservation in collaboration with other Departments and agencies; and, provides technical support to Port Authority for waste oil recycling facility management.
 - Performs property checks for improper uses and code violations, litter, illegal dump sites and other clean ups, maintenance issues, native plantings and revegetation projects.
 - Provides technical assistance to Tribal Departments and Enterprises on potential contamination and environmental cleanup.
 - Assists with permit applications for aquatic projects, UST environmental compliance, and environmental assessments for fee-to-trust conversions.
 - Assists the Noxious Weeds Program Specialist in implementing vegetation management activities as needed
- b) *Environmental Management Analyst (Specialist 3) responsibilities include, in addition to those listed for Specialist 2:*
- Independently solicits, hires, and coordinates consultants and contractors to develop site inventories, technical reports (e.g. Environmental Assessments Phase 1 and 2), and performs site cleanup implementation.
 - Construction Stormwater General Permit site inspections, conducted as a Certified Erosion and Sediment Control Lead (CESCL).
 - Technical review of Tribal permits for stormwater compliance
- 2) Implements and, depending on experience, manages 3-6+ DEP programmatic grants as directed by the Environmental Manager;
- a) Environmental Specialist 2 responsibilities include:
- Assists in grant development, researching available grants, drafting work plans & budgets for on-going and new applications for Environmental Management Program grants/funds;
 - Coordinates program spending;
 - Drafts project/contract work scope for review and manage 1-2 projects including tracking budgets for contracts.
- b) Environmental Analyst (Specialist 3) responsibilities include, *in additional to those listed for Specialist 2:*
- Full scope of grant development including internal submissions checklists, approvals, etc.;
 - Independently develops project/contract work scope and manage 2+ projects including tracking budgets for contracts.
- 3) Conducts special studies as directed by the Environmental Manager to fill data gaps and identify potential environmental hazards or impacts;
- a) Environmental Specialist 2 responsibilities include:
- Assists with project planning, hiring and management of consultants, and implementation;
 - Data collection & management; and
 - Technical report writing and review.
- b) Environmental Analyst (Specialist 3) responsibilities include, *in addition to those listed for Specialist 2:*
- Lead project planning, hiring and management of consultants, and implementation.
- 4) Contributes to reports, presentations, and research proposals for internal and external audiences.
- a) Environmental Specialist 2 responsibilities include:
- Prepares posters and oral presentations for regional scientific conferences, independently or in collaboration with other DEP staff at the Director's discretion.
- b) Environmental Analyst (Specialist 3) responsibilities include, *in additional to those list for Specialist 2:*
- Drafts and/or comments on Tribal environmental policies/codes related to environmental or hazardous waste management based on data analysis as directed by the Environmental Director or Environmental Manager.

- Drafts reports, presentations, and research proposals based on data analysis.
- 5) Other duties as assigned. The specific job duties described above are intended to be primary examples of assigned tasks and not meant to be exclusive. Employees are expected to perform any reasonable duties and tasks assigned to them by their supervisor or department director.

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.

MINIMUM QUALIFICATIONS

- For Environmental Management Specialist 2:
 - Bachelor's degree with emphasis and college coursework in environmental, physical, natural sciences, or other discipline appropriate to the position (Master's degree *IS DESIRED*) AND
 - 2 years of experience at the Specialist 1 level or comparable job experience, **OR**,
 - Any combination of the above education and professional experience that provides 6 years of comparable responsibility in project/program coordination, data collection, and data management to acquire the necessary knowledge, skills, and abilities to perform the work
- For Environmental Management Analyst (Specialist 3):
 - Master's degree with emphasis and college coursework in environmental, physical, natural sciences, or other discipline appropriate to the position AND
 - 2 years of experience at a Specialist 2 level or comparable job experience, **OR**,
 - Any combination of the above education and professional experience that provides 6 years of comparable responsibility project/program coordination, data collection, and data management to acquire the necessary knowledge, skills, and abilities to perform the work
- Ability to work in the field and from a boat during inclement weather as well as work in an office setting;
- Valid Washington State Driver's License (or valid driver's license from another state with the ability to obtain WA license within 3 months),
- 40 hour Hazwoper certification (or ability to obtain within 6 months).
- Certified Erosion and Sediment Control Lead (CESCL) certification (or ability to obtain within 6 months)
- Washington State Boater Education certificate (or ability to obtain within 6 months)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Brownfield Tribal Response Program, or other related hazardous waste cleanup programs;
- Experience in developing and managing oil spill response and training programs;
- Familiarity with hazardous materials regulations, handling, and disposal;
- Experience using a computer, spreadsheet programs, data entry, GIS applications, technical presentations, and report writing;
- Ability to develop QAPP and follow data quality assurance/quality control procedures for environmental data *IS DESIRED*;
- Experience in development and management of projects, programs, grants and administration of related contracts *IS DESIRED*.
- Supervisory experience of field technician(s) or similar staff *IS DESIRED*.
- Ability to maintain and safely operate ATVs, tractors, boats, trucks and trailers *IS DESIRED*.
- Experience in Weed Control and Integrated Pest Management, with equipment, materials, and procedures used *IS DESIRED*;
- Pesticide applicator's license *IS DESIRED*.
- Skill in small engine repair and maintenance *IS DESIRED*

- Department of Interior Motorboat Operators Certification Course (MOCC) or equivalent IS DESIRED.

WORK ENVIRONMENT AND TIME COMMITMENT

Work schedule is 40 hours per week. This is a full-time position performed in both an office and outdoors, including in the field bending, lifting and walking over rough terrain, in streams, wetlands and at beaches.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position Environmental Management Specialist is considered to be a non-exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____