



## SAGINAW CHIPPEWA INDIAN TRIBE OF MICHIGAN

POSITION DESCRIPTION			
Job Title:	Environmental Resources Technician	Classification:	Non-Exempt
Department:	Planning Department	Pay Grade:	NE7
Reports To:	Environmental Response Program Specialist	Approval Date:	3/21/2019

### **Position Summary:**

Under the supervision of Environmental Response Program Specialist, assist in collecting and inputting field data into appropriate data bases. Assist in developing and implementing Tribal capacity on environmental issues and pollution prevention. Assist with the inventory and evaluation of lands within the tribal boundaries. Assist with other projects as needed. This is a grant funded position.

### **Essential Duties and Responsibilities:**

- Collect and maintain field data and use equipment for data collection as needed.
- Research and compile information for property history and possible contamination of tribal properties.
- Assist with the inventory and evaluation of lands within the tribal boundaries.
- Assist with the development of Tribal Codes and Policies on environmental Issues and pollution prevention.
- Assist with other environmental projects as needed.
- Provide excellent customer service for all internal and external customers of the operations always. Provide solutions for customer concerns and continually focus on customer service as our top priority.
- Must maintain strict confidentiality and present a positive, professional demeanor and image always.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

### **Contacts/Purpose of Contacts:**

- Contact with Tribal Council, EPA, Inter-Tribal Council environmental staff, community members, tribal staff, local, Federal and State Officials as needed.
- Contact and coordinate with Tribal Utilities personnel and Casino and Resort personnel.

### **Minimum Qualifications:**

- Associate's degree.
- Two years' experience with technical, biological, natural science, or other related field with practical experience.

- Must be pursuing a Bachelor's degree in Natural Resources, Environmental Science, or related field.
- Must be at least 18 years of age.
- Experience in environmental policy.
- Must be a member of the Saginaw Chippewa Indian Tribe or a descendant of the Saginaw Chippewa Indian Tribe.
- Must be able to pass background check to meet the employment eligibility requirements as they pertain to the position.

**License, Certification, or Special Requirements:**

- Must have a valid State of Michigan Driver's License with the proper designation required for the vehicle utilized to perform the job duties; must be able to obtain and maintain a Tribal Driver's License and qualify for coverage by SCIT auto liability insurance carrier.
- Native American preference shall apply to all positions.

**Knowledge, Skills, and Abilities:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of the principles of environmental conservation and management.
- Knowledge of the techniques, methods and devices used to obtain samples for testing.
- Knowledge of and ability to prepare environmental site assessments.
- Skill in maintenance of accurate records and identification of resource conditions and problems of on-going projects.
- Skill in use of photographic equipment and other surveying instruments for documentation purposes.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and PowerPoint.
- Ability to gather data, compile information, and prepare reports.
- Ability to create, compose, and edit written materials.
- Ability to exercise independent judgment.
- Ability to work independently and meet strict time lines.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.
- Ability to carry out instructions furnished in verbal or written format.

**Physical Demands:**

- Frequent use of hands, wrists, fingers associated with computer equipment.
- Required to stand and walk for extended periods of time.
- Occasionally sit.
- Normal visual acuity, ability to talk and hear.
- Occasionally lift and/or move up to 30 pounds.

**Work Environment:**

- Must possess sufficient stamina to work under all types of weather conditions including extreme hot/cold and to lift, carry, push, or pull a variety of tools, equipment and materials
- Frequent walking on rough uneven terrain.
- May be required to swim or use canoe.
- Extended hours and irregular shifts may be required.
- Travel may be required.