

## Position Description: JOB DESCRIPTION

TITLE: Environmental Specialist  
IMMEDIATE SUPERVISOR: Environmental Director  
LOCATION: Upper Sioux Community, Granite Falls, MN  
SALARY: Range \$35,000 - 41,000 D.O.E.

### JOB SUMMARY:

Under direct supervision of the Environmental Director, the Environmental Specialist, will be responsible for carrying out the objectives of the Upper Sioux Community's Office of the Environment. The Environmental Specialist will conduct environmental surveys and assessments, supervise field activities, monitor condition of Tribal natural resources, work closely with contractors and other governmental agencies to protect Tribal resources and aid other Tribal entities. Maintain confidentiality of all privileged information. The Environmental Specialist will work to protect and restore the physical, chemical, and biological health of the water systems within and around the Upper Sioux Community. The Environmental Specialist will collect, analyze, and synthesize environmental data to inform decision making. The Environmental Specialist advises the Environmental Director and the Board of Trustees on various environmental issues affecting the community. This position requires a highly motivated individual with the desire to learn, ask questions, and find solutions to complicated issues.

### EDUCATION:

Bachelor of Science in Environmental Science, Biology, Chemistry, Ecology, or closely related field; or two to four years equivalent combination of education and experience in related fields.

### QUALIFICATIONS:

- Ability to work independently and complete assigned tasks on time.
- Ability to operate a variety of data collection equipment and software.
- Ability to see the big picture and an attention to detail.
- Ability to problem solve in a complex multivariable environment.
- Ability to effectively identify and utilize available resources.
- Previous knowledge and experience working with Tribal Governments and tribal culture is recommended.
- Excellent written and verbal communication skills.
- Must be proficient with a computer, including experience with Microsoft Office programs, ArcGIS Pro, and other digital databases.
- Ability to operate a boat and experience with trailers preferred.
- Experience/certification in operating chainsaws preferred.
- Must have valid driver's license, clean driving record, and be insurable.
- Native American preference for the position.

### DUTIES AND RESPONSIBILITIES

- Plan, manage, and administer surface and groundwater quality activities associated with the continued development of the tribal water program. Including but not limited to maintaining records, logs, and reports.
- Collect field data related to the chemical, physical, and biological health of waters located in and around the Community.
- Provide feedback and suggestions on the direction and needs of the tribal water, air, or solid waste programs.
- Provide updates to the Environmental Director on a regular basis concerning new issues related to water quality as well as air and solid waste where applicable by developing briefing materials, informational updates, reports, and other documents.
- Write, review, and revise Water Quality Monitoring Plans, Quality Assurance documents (QAPP), and Water Quality Assessment Reports.
- Manage, maintain, and continue to develop the water quality database(s). Experience with WQX/STORET or AQWMS preferred but not required.
- Assist the Environmental Director in various project assessments and the potential impact on water

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quality/quantity.

- Conduct community education and outreach related to the water resources and Departmental programs for the Community.
- Attend trainings, workshops, and meetings relevant to the tribal environmental programs, meetings take place on the local, regional, state, and national level.
- Build capacity for an Air Program or Air Project. Attend applicable webinars, meetings, and trainings. Collaborate with EPA and tribal staff regarding an Air Program.
- Use GIS and related technology to enhance environmental programming.
- Carry out all other activities as requested by the Board of Trustees or the Environmental Director.

## KNOWLEDGE, ABILITIES, SKILLS, AND CERTIFICATIONS

- Knowledge of traditional form of government and tribal customs and traditions.
- Have or be able to obtain an FAA Part 107 license. Drone duties include overseeing ground and flight operations, remote-piloting a drone, following a specific flight plan or obtaining useful footage, troubleshoot equipment issues, and ensure compliance with all FAA regulations.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of basic scientific methods and techniques for biological research. Experience with water quality standards, bio-assessment, and riparian vegetation.
- Ability to perform physically demanding work and withstand inclement weather conditions and other uncomfortable environmental conditions.
- Ability to read a compass and map details.
- Ability to work cooperatively with various government officials and Tribal members.
- Ability to lead others in the work and participate as a member of the work team.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.

## PHYSICAL REQUIREMENTS

- Ability to accomplish prolonged sitting, standing, walking, stooping, walking uneven terrain in various conditions, and lifting up to 50 pounds.
- A strong willingness to work outdoors in different types of weather; rivers, ponds, streams; terrain and other environment that may include insects, reptiles and other animals.
- Recognize occupational hazards and follow safety precaution procedures.
- Some local and overnight travel required.

## WORK ENVIRONMENT

- Work is regularly performed both indoors in an office setting with a moderate noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Travel is required for training, meetings, conferences, presentations, and other events.

## APPLICATION MATERIALS REQUIRED

- Resume
- Cover Letter
- USC Application
- College Transcripts
- Three References (One personal and two professional references)

## CONTACT INFORMATION

Environmental Director: Amanda Wold

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