

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA
P.O. BOX 630 – TRINIDAD, CA 95570**

**ENVIRONMENTAL TECHNICIAN
Part-time employment**

Job Title: Environmental Technician
Department: Tribal Environmental Programs Department
Reports To: Environmental Programs Manager
FLSA Status: Non-exempt Part Time (20 hours per week)

Summary:

Assists in the development and implementation of Tribal Environmental Program Department goals and activities including: field data collection activities for the Tribal Water Quality Monitoring Program, outreach and education in association with department goals, and development/implementation of Tribal waste management or other department activities as necessitated.

Essential Duties and Responsibilities:

Water Sampling:

- Conduct field sampling and data collection/management for the Tribe's Water Quality Monitoring Program.
- Provide standardized records and reports of field sampling and monitoring activities.
- Maintain access to water monitoring locations by the use of hand tools or other equipment.

Recycling and Solid Waste Reduction:

- Assist with the operation/development of waste management activities including the Tribal office recycling program and Tribal community waste diversion events.
- Assist in the cleanup and maintenance of recycling bins and waste collection areas.
- Provide outreach and education to tribal members, offices, and businesses regarding solid waste management, reduction, diversion, and recycling.

Community Outreach & Environmental Education:

- Provide outreach to community members to educate them about Environmental Program Department activities, and other areas of environmental concern.
- Assist with the development of a Tribal youth environmental education program including activities that foster environmental stewardship and increase understanding of emergency preparedness.

General Reporting and Research:

- Conduct internet, phone, and field research in the development of Tribal Environmental Department program capacities and planning documents/activities.
- Prepare inventories and provide maintenance of Environmental Department equipment and assets.
- Prepare reports documenting environmental incidents or Environmental Program activities.

Minimum Qualifications:

- High school degree or equivalent or related work experience in environmental management.
- Knowledge of Microsoft Office programs including MS Word, Excel, and PowerPoint.
- Ability to conduct internet research/navigation.
- Ability to communicate both written and verbally to implement Environmental Program Department goals and provide adequate record-keeping and reporting.
- Possess a Valid California driver's license with a good driving record, provide proof of insurance, and have reliable transportation.
- Ability to travel by foot over rough terrain while transporting 20-30 lbs. of equipment.

Desired Qualifications:

- Applicable college coursework in the areas of Natural Resource Management, Biology, and/or Environmental Science or related field.
- Tribal work experience.
- Desired experience or coursework in basic applications of GPS/GIS.

Work Environment:

The duties and responsibilities outlined above represent those encountered while performing essential tasks of the Environmental Technician. Reasonable accommodations will be made to provide an adequate working environment for individuals with disabilities.

The Environmental Technician is frequently exposed to wet weather conditions, may encounter rough terrain while performing job tasks, and may be exposed to moving mechanical parts.

Employee Signature

Date