



MI'KMAQ NATION

JOB DESCRIPTION

TITLE: Environmental Specialist

CLASSIFICATION: Full time, Permanent, Non-exempt

PAY RATE: \$19 -\$24/HR

IMMEDIATE SUPERVISOR: Environmental Health Director

NOTE: The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, administrators, directors and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this position may change over time, according to the Mi'kmaq Nation needs, which changes may not be recorded herein at this time.

SUMMARY OF POSITION

The Environmental Specialist is responsible for the daily operations of the tribe's Air Quality Monitoring station, as well surface water quality monitoring and sampling. Responsibilities include ensuring air quality sensors are functioning properly, are calibrated and quality controlled according to Standard Operating Procedures and sharing data as scheduled with EPA and state partners. Performs field tests to determine biological, chemical, and physical characteristics or composition of solid, liquid, or gaseous environmental samples by performing the following duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of scientific methodology and experience with monitoring system performance specifications and maintenance needs
- Knowledge of proper sampling collection technique
- Ability to interpret and develop standard operating procedures and quality assurance project plans
- Ability to perform other related duties
- Troubleshooting and problem-shooting proficiency.
- Ability to understand and follow written and oral instructions.
- Ability to use computer spreadsheets, word processing,

FUNCTIONS/TASK:

- Sets up, adjusts and operates field equipment and instruments
- Plan and execute air quality emission measurement and monitoring
- Performs field tests on environmental samples utilizing EPA, APHA, and ASTM test methods
- Responsible for assisting with development of field quality control procedures and adhering to quality control procedures that have been implemented
- Cleans and sterilizes field equipment, operate, maintain, calibration, troubleshoot and repair air emissions monitoring instrumentation and extractive air sampling systems in the field

- Prepares accurate field reports, including complete documentation of all quality control results, manage digital data and perform spreadsheet calculations

EDUCATION and EXPERIENCE:

A Bachelor or Associate degree in environmental studies, biology, chemistry or related field or some college with 2-years related work experience. A combination of education and experience that provides the skills, knowledge and abilities to perform the essential functions of the position will be considered.

WORKING CONDITIONS:

Work is performed primarily outdoors in all weather conditions and includes time in loud environments. Work will include travel throughout Aroostook County but is primarily based out of Presque Isle. Candidate should have a clean driving record, and must be able to lift, push, or pull up to 50 pounds repeatedly.

EVALUATION

Feedback will be practiced on a quarterly basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on attainment of 90-day Probationary Period and annually, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on attainment of 90-day Probationary Period and annually, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are contingent on: funding availability; meeting all requirements herein; needs of the Tribe; the employee's being in good standing (including lack of disciplinary actions); and employee's meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

The closing date for this position is _____ JUNE 2, 2023 _____ Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. Go to www.micmac-nsn.gov to find the job description and job application, or call Cheryl Smart at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.

Please send the completed Job Application to the following address or email:

**Cheryl Smart
Attn: Human Resource Assistant
Mi'kmaq Nation
7 Northern Road, Presque Isle, ME 04769
csmart@micmac-nsn.gov**

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and service provider