




KLETSEL DEHE WINTUN NATION - JOB DESCRIPTION

Environmental Technician

**Position open
until filled.**

Job Title:	Environmental Technician	Job Code	N/A
Department: 	Kletsel Environmental Regulatory Authority (KERA)	Work Location(s)	Cortina Rancheria/ Kletsel Dehe Wintun Nation Tribal Offices in Williams CA, 95987
Reports To:	Environmental Director	FLSA Status	Non-Exempt
Starting Salary (Hourly)	\$23.00 FTE + Benefits - Health & Vision Insurance		

POSITION SUMMARY:

Under the supervision of the Environmental Director, the Environmental Technician performs environmental monitoring, sampling, reporting, environmental assessments and data entry & analysis duties for the Nation and its environmental programs and is funded under one or multiple areas of EPA's Environmental Categorical Divisions, including; air quality, water quality, solid waste, pollution prevention, and wetlands management, as well as departmental administrative support functions as assigned by the Environmental Director. This position will perform work duties in the field on the Nation's reservation land and in the Nation's administrative office as assigned by the supervisor.

DUTIES AND RESPONSIBILITIES:

1. Perform sampling and monitoring duties in the field on the Nation's reservation land.
2. Maintain and operate sensitive environmental monitoring and departmental office equipment, facilities, and vehicles.
3. Environmental data collection, management, entry & analysis from monitoring equipment and other sources in support of work assignments and environmental assessments.
4. Perform assessments of environmental conditions on the Nation's reservation land, in one or more of EPA's categorical program areas.
5. Conduct mapping utilizing GIS & GPS systems.

KLETSEL DEHE WINTUN NATION
JOB DESCRIPTION
Environmental Technician

6. Prepare, summarize & submit quarterly reports to EPA on assigned environmental program(s) on all grant deliverables performed in a timely fashion.
7. Assists Environmental Director with relevant grant applications and correspondence with granting officials.
8. Assist with the development of appropriate policies and actions for enforcement of relevant tribal environmental codes and regulations established by the Government of the Nation.
9. May act as liaison on specific environmental program matters with other agencies, departments, or planning sections at the direction of the Environmental Director.
10. Participate and attend trainings for assigned environmental program areas which may include traveling locally, regionally, or out of the State or via telepresence.
11. Collaborate with other tribal staff or departments and outside agencies in support of protecting the Nations reservation land and natural resources.
12. Develop & implement mitigation methods for detrimental environmental impacts on the Nation's reservation land consistent with one or more of EPA's categorical program areas scope of concern as assigned.
13. Prepare and perform community outreach and educational activities as assigned by the Environmental Director.
14. Participate in department cross training with other departmental environmental staff in one or more of EPA's categorical program areas as assigned by the Environmental Director.
15. Other tribal & departmental support duties as assigned by Environmental Director.

SUPERVISION RECEIVED OR EXERCISED:

This position is directly supervised by the Kletsel Dehe Wintun Nation's Environmental Director.

This position is not a supervisory position and is subject to the chain-of-command as defined in the most recently approved organizational chart of the Nation.

**KLETSEL DEHE WINTUN NATION
JOB DESCRIPTION
Environmental Technician**

DESIRABLE QUALIFICATIONS:

- Familiar with the Nation's reservation land, territory, or environment.
- Knowledge of EPA programs.
- Proficient in reading, writing, typing, and understanding verbal and written instructions.
- Experience with electronic data forms and/or entry.
- Ability to communicate effectively and work cooperatively with co-workers.
- Self-motivated with the ability to work unsupervised at times.
- Light mechanical experience for maintenance of departmental equipment.
- Good time management skills.

MINIMUM QUALIFICATIONS:

1. Proficient with MS Office Suite programs such as Word, Excel, Publisher and Access) or equivalents.
2. Able to prepare clear concise and complete technical documents, reports, and other written materials in a timely manner.
3. Demonstrated ability and willingness to carryout technical field work in support of program goals and objectives or in investigating potential environmental impacts.
4. Skill and experience in functioning as a member of a technical workgroup or in multidisciplinary team environment.
5. Able to exercise sound independent judgment within established guidelines and protocol.
6. Must be willing to perform field duties and travel as needed to assigned work areas on the Kletsel Dehe Wintun Nations Reservation land.

KLETSEL DEHE WINTUN NATION
JOB DESCRIPTION
Environmental Technician

7. Must be willing to attend evening or weekend meetings as required.
8. Proficient at operating a light truck and trailer in a safe manner.
9. All applicants are subject to the Nation's Drug and Alcohol-Free Workplace Policy including pre-employment screening.
10. Must be at least 18 years of age, and possess a valid California drivers license, and be insurable/bondable.

EDUCATION/EXPERIENCE:

1. Must have a high school diploma or equivalent degree.
2. Must possess a two-year college Degree related to natural resources or three years relevant experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, and use hands, to handle, or feel. The employee is occasionally required to sit, reach with hands and arms climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office work involves maintaining and updating records, files, database information, research, and report writing, and other pertinent tasks.

KLETSEL DEHE WINTUN NATION
JOB DESCRIPTION
Environmental Technician

Outdoor work would be in all-weather types typical for the region's climate variations, and involves physical exertion that includes, walking, and hiking, sometimes on steep or rough terrain to perform assigned tasks necessary for implementation of mitigation methods, monitoring, and data collection and routine equipment maintenance. The noise level of the field work environment is usually moderate to low.

HIRING PREFERENCE:

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (93-638) and other applicable laws. The Kletsel Dehe Wintun Nation is an Equal Opportunity Employer.

APPLICATION PROCESS:

Scan your completed application packet including employment application and resume
Attention: connie.gomez@kdwn.org

Or Mail to:

[P.O. Box 1630](#)
[Williams CA, 95987](#)

KDWN Employment Application

Website: <https://www.kletseldehe.org/forms>

Kletsel Dehe Wintun Nation

570 6th St. Williams CA, 95987

Website: www.kletseldehe.org

Ph: **(530) 419 5058**

Fx: **(530) 387-3109**