



Yerington Paiute Tribe

VACANCY ANNOUNCEMENT

Position Classification and Description
Tribal Council Approved: 3/10/2021
ADVERTISE/LOCAL OPEN

POSITION TITLE: Water Quality Program Coordinator
DEPARTMENT: Environmental
SUPERVISOR: Environmental Director
WAGE: Level 13-0 14.63 – Level 15-0 \$16.13hr F/T 40hrs/wk.
CLOSING DATE: Open Until Filled

POSITION SUMMARY: The primary function of this position is responsible for implementation of work plan activities and compliance with Federal grant requirements; under the "Clean Water Act Section 106" Tribal Water Quality Program and other Environmental water quality programs as required.

DUTIES:

- Maintains positive relations with regulatory, governmental, and granting agencies, and other Tribal environmental departments.
- Keeps abreast of current trends and information in the field of water quality, and reviews and prepares comments on federal regulatory documents.
- Develops and performs watershed analysis, and creates reports using existing and new data.
- Develop a Sampling and Analysis Plan, and performs testing on Reservation waters. Prepares project status reports for EPA and other granting authorities, monthly progress reports for Tribal Council, and educational articles for Environmental news.
- Attends necessary training sessions and meetings, and prepares informational reports for Tribal Council.
- Conducts public education meetings on water quality issues and develops activities for the summer youth program.
- Cooperate with local, regional and national environmental groups and organizations.
- Oversee daily activities in the water quality program.
- Oversee consultants and ensure contractual deliverables are completed within required time frame.
- Monitor water quality monitoring sites, equipment and maintenance.
- Responsible for data collection of water samples. Make recommendations and develop plans to reduce water pollutants and protect reservation water quality.
- Grant writing.
- Cross training of environmental staff. Adhere to Tribal by-laws, policies and procedures.
- Perform other duties as assigned within and/or around clinic building, in-between driving.

QUALIFICATIONS:

- High School Diploma or GED equivalent is required.
- Associates Degree Preferred
- Ability to travel in and out of state.
- Must be motivated, and able to work independently.
- Demonstrate excellent written and oral communication skills. Ability to apply mathematical concepts to practical situations.
- Experience in word processing and general computer knowledge, such as Microsoft Word and Excel.
- Basic knowledge of environmental programs and issues, including water quality.
- Maintain strict confidentiality.
- Possess a valid Nevada Driver's License and be insurable.
- Pass pre-employment drug screen and complete background investigation.
- Able to lift 40 lbs or more.

HOW TO APPLY:

1. Complete an application by contacting our Human Resources Director below.
2. All applications must accompany a 3 year DMV history, high school diploma/Equivalent or College Degree.

**Human Resources Department
Chris Jensen
171 Campbell Lane
Yerington, NV 89447
775-783-0265
Fax: 775-627-9022
Email: hrdirector@ypt-nsn.gov**

Please note: Preference may be given to qualified Native American applicants under CFR, Subpart M, Part 273, Subpart D, Section 273.45, and/or 25 U.S.C. Section 5307. Also, applicant must pass and comply with the PL101.630-Indian Child Protection and Family Violence Protection Act, if applicable.