

Position Description

Information:

Job Title: Environmental Technician
Department: Office of Environmental Services

Job Relationships

Supervised By: Environmental Coordinator
Supervises: None

Definition:

The Environmental Technician will provided technical assistance within the Office of Environmental Services Department on current and emergent environmental issues and needs within the Sac and Fox Nation Jurisdiction. The Environmental Technician will assist the Environmental Specialist and Environmental Coordinator with data and sample collections and in developing and implementing programs addressing environmental issues such as: solid waste, water quality, drinking water, air quality, and site assessments.

Duties and Responsibilities:

- Assist in maintaining information on environmental data, programs, resources, training and funding.
- Assist with accurately entering all data collected for assigned projects into respective database.
- Responsible for maintaining project files for assigned projects.
- Responsible for completion of assigned tasks and reports in a timely manner.
- Assists in the preparation of financial and narrative reports for funding agency submittal as requested.
- Provide assistance for the Environmental Coordinator and Environmental Specialist in developing programs designed to address environmental issues such as water quality, air quality, and solid waste.
- Assist with developing and implementing effective outreach and education campaigns based on environmental programs for water quality, air quality, and solid waste. This will include but not limited to designing written materials such as brochures and facilitating public meetings.
- Disseminate information about services provided by the Office of Environmental Services that are available in the community and state.
- Perform routine administrative support functions for the Office of Environmental Services such as greeting the public, supply procurement, equipment maintenance and preparing, records management, and processing a variety of administrative records as requested.

- Attend trainings, meetings, conferences, and/or workshops as deemed necessary for Office of Environmental Services Department development, may require overnight stay.
- Assist Environmental Specialist of routine activities that may require field work such as water sampling, site assessments, and air monitoring.
- Other duties as assigned.

Minimum Qualifications:

- High School Diploma/GED
- 1-2 years general clerical experience
- Strong computer skills
- Must be able to travel, which may require overnight stay, for 20% of the time.
- Must be able to lift 50 lbs. and navigate through rough terrain

Other Information:

The majority of work is performed in a professional office setting and is generally sedentary, requiring walking, standing, bending, and carrying of items weighing less than 50 lbs. Some work will be done outside under varying seasonal conditions such as extreme hot/cold temperatures and various precipitations such as rain and snow. Other instances of unusual activities will include hiking in remote areas and entering rivers, small streams, and creeks.

Notice: This job description describes the essential functions and qualifications of the job described and are not an exhaustive statement of all duties and responsibilities. Your signature indicates that you have read and understand the essential functions and qualifications for the position of Environmental Technician.

Employee Signature

Employee Name (Print)

Date

Supervisor

Date