

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title:	Environmental Specialist
Department:	Natural Resources Department
Reports to:	Environmental Services Manager
Salary Range:	\$19.52 to \$27.32 per hour (\$40,593 to \$56,830) Annually
Status:	Non-Exempt
Level:	B24
Terms:	Partially grant funded position
Opens:	May 06, 2022
Closes:	May 20, 2022

SUMMARY: The Environmental Specialist will implement Section 103 Clean Air Act grant and assist in implementation of energy sustainability program for the Tribe. The Specialist will be charged with representing LTBB on ambient and indoor air quality issues, updating an emissions inventory for the tribal air shed, building capacity for ambient air quality monitoring on the LTBB 1855 Treaty delineated reservation and implementation of the indoor air quality program. Assisting with development and implementation of climate change adaptation plans, and with providing community education, outreach and oversight pertaining to air quality and energy sustainability. The position is partially grant funded and the grant is renewable annually.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Compile data and complete LTBB Emissions Inventory.
- Interpret Emissions Inventory and set foundation for future ambient air quality monitoring of criteria pollutants on the LTBB Reservation.
- Research and develop future plans on ozone pollution for the Reservation air shed.
- Assemble and develop monitoring reports and grant performance reports.
- Gather and disseminate information on indoor/ambient air quality protection, pollution prevention, and environmental health.
- Project oversight of alternative energy system installations.
- Assist in culturally significant plant restoration management and community outreach activities.
- Project oversight of Climate change adaptation strategy and implementation activities.
- If/when ambient air quality monitoring is reestablished on Reservation, manage and maintain all monitoring and calibration equipment and gather, process, and analyze monitoring data.
- Research and assemble educational materials and/or presentations.
- Conduct community outreach with the tribal community, including public presentations, surveys, in-person visits, website postings, etc. on ambient and indoor air quality.
- Comment on air quality related permits, rules and/or issues.
- Stay abreast of the current issues regarding air quality.

- Collaborate with local, regional, tribal and national environmental agencies and/or groups on air quality projects or issues.
- Attend applicable national/state/local environmental air quality or environmental health meetings, trainings and functions.
- Maintain knowledge of LTBB policies and views regarding air quality and environmental protection.
- Maintain knowledge of EPA policies, criteria, etc. regarding air quality and environmental protection.
- Assist in development of climate change plans or activities.
- Assist in implementation of energy sustainability program activities.
- Assist other NRD program staff as needed.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

Must have a B.S. in Environmental Sciences or related field. Emphasis on air quality or environmental policy preferred. Must have a minimum of two years' work experience in air quality or related environmental field.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess experience with data analysis and experience with Microsoft Office Suite: Access, Excel, Outlook, Publisher, PowerPoint and Word. Experience with air quality sampling protocols and equipment preferred. Must be self-motivated, trustworthy, and dependable. Must possess excellent oral and written communication skills and be detail-oriented. The Environmental Specialist is responsible for supervising interns or other personnel assisting with air quality tasks, when applicable.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand, walk and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 50 pounds (data collection equipment). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee may be exposed to outside weather conditions during all four seasons. The noise level in the work environment is usually moderate.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license, have reliable and be insurable for duration of employment.

COMMENTS:

Indian preference will apply. Individuals must pass a thorough background investigation.