

# Little Traverse Bay Bands of Odawa Indians

## Job Posting - REPOSTED



<b>Job Title:</b>	<b>Environmental Specialist</b>
<b>Department:</b>	Natural Resources Department
<b>Reports to:</b>	Environmental Services Manager
<b>Salary Range:</b>	\$19.52 to \$27.32 per hour (\$40,593 to \$56,830) Annually
<b>Status:</b>	Non-Exempt
<b>Level:</b>	B24
<b>Terms:</b>	Partially grant funded position.
<b>Opens:</b>	<b>April 23, 2024</b>
<b>Closes:</b>	<b>Until Filled</b>

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**SUMMARY:** The Environmental Specialist will implement the Section 103 Clean Air Act grant and assist in implementation of energy sustainability programs 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 grant funded and the grant is renewable annually.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Indoor Air Quality - Conduct, report on, and track indoor air quality assessments.
- Ambient Air Quality
  - 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 air shed.
  - 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.
- Climate Change Adaptation/Mitigation
  - Assist in development of climate pollution assessments, and reduction plans, including data collection for carbon footprint calculations.
  - Assist in implementation of climate pollution reduction measures.
  - Project oversight of climate pollution reduction measures (solar installation and maintenance, energy efficiency updates, etc.).
- Research and stay informed of current issues regarding air quality and climate change.
- Comment on air quality and climate change related permits, rules and/or issues.

- Research, develop, and implement/disseminate education and outreach activities, materials, and presentations related to air quality, pollution prevention, climate pollution mitigation/adaptation, and other relevant environmental health issues for the Tribal community, and the public.
- Collaborate with local, regional, Tribal, and national environmental agencies and/or groups on relevant projects or issues.
- Attend applicable national/state/local meetings, trainings, and functions.
- Maintain knowledge of LTBB policies and views regarding air quality, climate change, and environmental protection.
- Assemble and develop monitoring reports and grant performance reports.
- 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.