

# JOB ANNOUNCEMENT



## Rincon Band of Luiseño Indians

### Contact Us:

One Government Center  
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

[www.rincon-nsn.gov](http://www.rincon-nsn.gov)



**Title:** Environmental Specialist

**Requisition Num.:** 008-2021

**Open Date:** 03/03/2023

**Closing Date:** Until Filled

**Department:** Environmental

**Classification:** Full Time - Exempt

**Salary:** Commensurate w/ Experience

**Location:** Valley Center, CA

**Opportunity:** Under the direction of the Environmental Director, the Environmental Specialist is responsible for meeting the Environmental goals and objectives of the Rincon Tribe by developing and implementing Environmental procedures, policies, and projects. The Environmental Specialist is responsible for conducting various tasks related to the application, reporting, implementation, and management of ongoing federal and state grants and contracts, and managing multiple tribal Environmental Protection programs such as Water Quality, Solid Waste, Natural Resource Management, Air Quality, Endangered Species, Habitat Protection and Restoration, Invasive Species Management, Climate Adaptation and Sustainability, Environmental Education and Outreach, and NEPA and CEQA environmental compliance. Under the direction of the Environmental Director, the Environmental Specialist also monitors, reviews, and investigates environmental enforcement issues within the boundaries of the Rincon Indian Reservation for Federal, State, and Tribal Law Compliance. Must have good interpersonal skills, be a team player; and the ability to communicate diplomatically with co-workers, customers, government agencies, and community members. This position is responsible for meeting the Tribal Environmental goals and objectives of the Rincon Band of Indians under the direction of Environmental Director. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

### JOB RESPONSIBILITIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Working collaboratively within the department to develop and implement resource conservation programs and ensure compliance with federal and tribal environmental regulations.

**To Apply:**

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to [jobs@rincon-nsn.gov](mailto:jobs@rincon-nsn.gov).

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

**Applications which are not completely filled out will not be considered.**

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**Preference:**

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

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**JOB RESPONSIBILITIES CONT'D**

2. Managing and maintaining program records including but not limited to reporting, scheduling, and creating and maintaining workplans with timelines.
3. Calculating and compiling data using spreadsheet applications; maintaining a written record of laboratory results for review; recording data in an accurate manner that conforms to U.S. EPA procedures; entering laboratory and QC test results into databases.
4. Working closely with consultants, contractors, other Tribal Government departments, and governmental agency personnel on environmental projects.
5. Coordinating with local, state, and federal environmental and natural resource agencies.
6. Assisting with the development of programs and processes to address environmental risk factors affecting the community.
7. Writing reports, collecting data, and analyzing data collected in the field.
8. Working collaboratively within and across other Tribal government departments to track water quality test results and ensure water quality-related regulatory requirements for the Tribe's public drinking water systems are met.
9. Conducting field inventories and assessments of Tribal natural resources
10. Monitoring the quantity and quality of natural resources.
11. Collecting, processing, evaluating, and summarizing scientific and technical data and ideas to make effective decisions and develop appropriate solutions.
12. Assessing, implementing, and maintaining control measures to minimize or prevent various sources of pollution affecting the Reservation.
13. Scheduling timely household hazardous waste (HHW) and other solid waste disposals and recycling pickups
14. Providing public education and outreach to the Rincon Community on topics such as environmental protection, native and invasive species, and natural resource regulations and codes.
15. Developing and conducting community presentations or workshops on environmental programs or topics
16. Assist with the developing, preparing, and presenting studies and reports to Tribal Government Council and other groups within the community.

### Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training.

**Resumes will not be accepted in lieu of completed application forms, but may be attached.**

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### JOB RESPONSIBILITIES CONT'D

17. Collaboratively assisting in the drafting operational plans, experimental designs, and sampling methods and plans, procedures, and forms for conducting studies or developing new programs.
18. Collecting GPS data and integrating it and other existing GIS data into Environmental reports, layouts, presentations, and other documents.
19. Using sound judgement and personal initiative to accomplish assignments.
20. Effectively representing the department in contacts and relationships with the public, local business community and other government agencies.
21. Working independently within established guidelines, prioritizing, and coordinating activities, and meeting critical deadlines.
22. Building and maintaining constructive relationships with those encountered during course of work.
23. Reviewing one's own and other's work for pertinence, accuracy, and completeness.
24. Attending meetings, conferences, seminars, and trainings in subjects related to environmental and natural resources protection, health and safety, emergency preparedness, and others as directed. Occasional travel may be necessary.

### JOB QUALIFICATIONS

#### Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Bachelor's degree in environmental science, biology, geology, or related sciences.
- Five (5) years of work experience in natural resources, or biological resources, or water resources, or environmental conservation, or environmental management is required.
- One or more professional certifications such as CPESC, CPSWQ, QISP, CESSWI, QSD, QSP or QSM is preferred, but not required.
- Experience working with ArcGIS Pro, ArcGIS Enterprise, or ArcGIS 10.x is preferred, but not required.
- Current OSHA 40-h HAZWOPER certification (with the 8-h annual refreshers, if necessary) is preferred, but not required.
- Strong mathematical, software skills and demonstrated competency with PC spreadsheet and word processing applications.
- Ability to effectively review official documents such as grants, regulations, technical specifications, environmental reports, ordinance and statues and legal terminology is required.
- A knowledge of environmental issues, laws, and regulations applicable to compliance and protection is required.
- The candidate should be familiar with federal and state agencies including U.S.EPA, BIA, U.S. Fish and Wildlife Service Indian Health Service (IHS), CalEPA, U.S. Forest Service, U.S. Army Corps of Engineers, California Water Resources Control Board, and others. The candidate should be familiar with federal and state agency programs, environmental statutes, and regulations such as the Clean Water Act, Safe Drinking Water Act, Endangered Species Act, RCRA, CERCLA, NEPA, and CEQA.

**Licenses or Certifications:**

**The following license and certification are required to be maintained throughout employment and are not subject to waiver:**

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

**WORK-RELATED KNOWLEDGE**

- Principles of environmental compliance assurance and environmental sciences.
- Principles of chemistry & chemical reactions
- Effects of waste material on water quality & land quality and the interactions of waste with the environment.
- Environmental practices with special reference to their general effect on public health & the quality of the environment.
- Laws, codes, regulations, and policies affecting the department's operations & programs.
- Principles, procedures and practices of fact-finding, interviewing, and customer service.
- Statistical methods and analysis
- Experience with wastewater and storm water reuse.
- Experience with Federal grant writing and reporting.
- Excellent written and verbal communication skills.
- Experience of working effectively in multidisciplinary teams to plan and execute projects.
- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Experience developing communication materials, including PowerPoint presentations, flyers, brochures, booklets, etc.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.