



Rincon Band of Luiseno 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



JOB ANNOUNCEMENT

Title: Environmental Specialist II

Requisition Num.: 040-2025

Open Date: 11/24/2025

Closing Date: Until Filled

Department: Environmental

Classification: Full-Time/ Non-Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the direction of the Environmental Director, the Environmental Specialist is responsible for assisting with the development, analysis, management, and coordination of the Tribe's Environmental Department. This includes working cooperatively in the recruitment and management of ongoing federal and state grants and contracts, manage multiple tribal programs and staff in the areas of Environmental Protection, Water Quality, Air Quality, Solid Waste, Natural Resources Management, NEPA & TSCA compliance and others. Must have the ability to coordinate with local, state and federal environmental and natural resource agencies. Should be familiar with state and federal agencies and programs including U.S. EPA, U.S. Fish and Wildlife Service, CalEPA, Indian Health Service, BIA, U.S. Forest Service, U.S. Army Corps of Engineers, California Water Resources Control Board, and others. Should have knowledge of federal and state environmental statutes and regulations. Under the direction of the Environmental Director, review and investigate environmental enforcement issues within the boundaries of the Rincon Indian Reservation; including 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.

- Familiarity with biological and environmental data and analysis methods to assess environmental resources, aquifer systems and groundwater resources.
- Ability to be innovative in enhancing natural resources and the environment on the Rincon reservation and surrounding communities.
- Assess the impact of reservation activities on surface and ground water resources to ensure their optimum management and protection.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to 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.

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.

JOB RESPONSIBILITIES CONT'D

- Experience with federal regulations such as Clean Water Act, Safe Drinking Water Act, Endangered Species Act, RCRA, CERCLA, and NEPA.
- Ability to assess, implement, and maintain control measures to minimize or prevent various sources of pollution affecting the Reservation.
- Experience writing environmental assessments and reports.
- Familiarity with grant writing and management.
- Experience using GPS equipment and GIS software (ArcGIS Pro).
- Under the direction of the Environmental Director, review and investigate environmental enforcement issues within the boundaries of the Rincon Indian Reservation; including Federal, State, and Tribal Law Compliance.
- Collect, process, evaluate, and summarize scientific and technical data and ideas to make effective decisions and develop appropriate solutions.
- Use sound judgement and personal initiative to accomplish assignments.
- Develop, prepare, and present studies and reports to Tribal Government Council and other groups.
- Effectively represent the department in contacts and relationships with the public, local business community and other government agencies.
- Work independently within established guidelines, prioritize and coordinate activities, and meet critical deadlines.
- Use of excellent verbal and written skills to effectively, and diplomatically communicate with co-workers, customers, federal government agencies, and community members.
- Build and maintain constructive relationships with those encountered during course of work.
- Respond effectively and tactfully to hostility, confusions or concerns expressed by others.
- As part of a team, assist with the implementation of public education and outreach programs.
- Use appropriate interpersonal style and approach to ensure team cohesiveness and cooperation.
- Review work for pertinence, accuracy and completeness.
- Experience with on-site wastewater treatment (septic) systems.
- Experience with storm water management best practices and strategies.
- Assist with sample surface water and groundwater using technically defensible methods.
- Experience with solid and hazardous waste identification, management and disposal methods.
- Assist with development of programs and processes to address environmental risk factors affecting the community.
- Attend meetings, conferences, seminars, and trainings in subjects related to environmental and natural resources protection, health and safety, emergency preparedness, and others as directed.
- The employee may be required to work overtime to complete assignments. Must be able to work a flexible schedule.

OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.

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. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

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

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OTHER DUTIES CONT'D

- Ability to multi-task while maintaining vigilant attention to detail.
- Attends required meetings and trainings.
- Perform other related duties as required.

SUPERVISION ADMINISTERED

- This position may require the supervision of Environmental Department contractors.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent Rincon Tribal Government effectively and professionally in a public venue.

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 environmental/risk protection/management.
- Experience with surface and groundwater protection/assessment/monitoring a plus.
- Strong mathematical, software skills and demonstrated competency with PC spreadsheet and word processing applications.

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.
- Notary Public preferred

Work-Related Knowledge:

- Principles of environmental compliance assurance and environmental sciences.
- Principles of chemistry & chemical reactions
- Knowledge of 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.
- OSHA 40-hr. HAZWOPER and MSHA Part 48 training preferred.
- Professional certification in core discipline, such as RG, EA, CEG, or CHG preferred but not required.

Work-Related Knowledge Cont'd:

- 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.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long-Term Disability: \$100,000 employer paid Life Insurance and Long-Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values*Trust**Integrity**Open and Honest Communication*
