



Blue Lake Rancheria Tribe of California

POSITION DESCRIPTION

MANAGEMENT RETAINS THE RIGHT TO CHANGE JOB DESCRIPTION AS DEEMED
NECESSARY

Job Title:	Environmental Programs Assistant
Department:	Environmental Department
Reports To:	Environmental Director
FLSA Status:	Non-Exempt
Salary Range:	\$25-\$29/hour DOE

JOB SUMMARY

The Blue Lake Rancheria Environmental Department seeks an Environmental Assistant to support implementation of the Tribe's Environmental Programs. The position will primarily support Clean Water Act programs, solid waste management, and air quality activities through fieldwork, data management, mapping, outreach, coordination, and reporting. The Environmental Assistant will work with Tribal staff, community members, agencies, and partners to protect environmental quality and human health on Tribal lands.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support implementation of the Tribe's Clean Water Act, solid waste, air quality, and related environmental programs.
- Conduct environmental monitoring, sampling, inspections, and site assessments in accordance with approved procedures and Quality Assurance Project Plans (QAPPs).
- Operate and maintain environmental monitoring equipment and keep accurate field, sampling, maintenance, and safety records.
- Manage and review environmental data; use ArcGIS Pro to prepare maps and maintain spatial information; and assist with required reports and data submissions.
- Support pollution prevention, waste reduction, recycling, composting, cleanup, air monitoring, smoke preparedness, and environmental restoration activities.
- Assist with grant work-plan tracking, documentation, reporting, procurement, contractor coordination, and preparation of grant applications.
- Coordinate with Tribal staff, agencies, universities, community partners, and the public
- Develop outreach materials and participate in environmental education activities.

- Follow Tribal policies, safety procedures, data-quality requirements, and applicable environmental regulations.
- Perform other duties as assigned.

Promotes the following within the department and among all Team Members:

- Creates a collaborative, inclusive, and culturally responsive atmosphere
- Encourages mutual respect, dignity and integrity with all Team Members, by setting positive examples at all times.
- Maintains a professional departmental, company, and community reputation.

Blue Lake Rancheria requires Team Members, on a continual basis...

- To provide a safe work environment for Team Members, through compliance with established safety guidelines, identifying potential safety hazards, and reporting same to the appropriate person for proper resolution.
- To maintain a professional departmental, company and community reputation.
- To enforce performance standards, policies and procedures as they relate to the department.
- To maintain a consistent, regular attendance record.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in Biology, Environmental Science, Forestry, Natural Resources, or a related field.
- Relevant environmental field, laboratory, regulatory, Tribal program, or grant-funded project experience is preferred.
- Experience with GIS is preferred.
- An equivalent combination of education and relevant experience may be considered.

COMPUTER SKILLS

Proficiency with Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint. Experience using ArcGIS Pro to create maps, manage spatial data, and support field or planning work. Ability to learn and use environmental databases, field data-collection applications, and EPA reporting systems. Ability to operate, calibrate, maintain, and troubleshoot environmental monitoring equipment with appropriate training.

LANGUAGE SKILLS

Ability to read, and apply technical procedures, or government regulations. Ability to write reports and planning documents. Ability to effectively present information and respond to questions from co-workers.

MATHEMATICAL SKILLS

Mathematical skills need to be advanced enough to calculate budgets and maintain accurate records.

REASONING ABILITY

Ability to solve simple and practical problems, dealing with a variety of concrete or unknown variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

Work may require walking over uneven terrain; bending, stooping, kneeling, and standing for extended periods; carrying field equipment and samples; and lifting up to 40 pounds. Reasonable accommodations may be made for qualified individuals with disabilities.

WORK ENVIRONMENT

Work will be performed in an office and outdoors at Tribal properties, waterways, restoration sites, waste-management areas, and other project locations. Fieldwork may occur in rain, heat, cold, smoke-affected conditions, mud, brush, and uneven terrain, and may involve proximity to water, insects, wildlife, equipment, traffic, or potentially contaminated materials. Appropriate training and personal protective equipment will be provided as required.

APPLICATION INSTRUCTIONS

Interested applicants must submit:

- A completed Blue Lake Rancheria Employment Application (available on the Tribe's website), and
- A current resume

Applications should be submitted to:

tepa@bluelakerancheria-nsn.gov

This position will remain open until filled. Applications will be reviewed as they are received.