

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
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[Ajumawi](#) • [Aporige](#) • [Astariwi](#) • [Atsugewi](#) • [Atwamsini](#) • [Hammawi](#) • [Hewisedawi](#) • [Illmawi](#) • [Itsatawi](#) • [Kosealekte](#) • [Madesi](#)

The Pit River Tribe is a Tribe comprised of eleven (11) autonomous bands that since time immemorial have resided in the area known as the 100-mile square, located in parts of Shasta, Siskiyou, Modoc, and Lassen Counties in the State of California.

Position Description

Position Job: Environmental Technician
Department: Pit River Environmental Programs Office
Reports To: Environmental Program Director
Status: Non-exempt Full time Permanent
Compensation: \$15.00-22.00/hr. *Depending Upon Experience*
Benefits: After successful completion of 90-day probation

POSITION SUMMARY:

The Environmental Technician will work directly with the Environmental Programs Office Director to implement the Pit River Tribe's Environmental Programs Office - EPA Region 9 General Assistance Program (GAP) and Clean Water Act (CWA), 106 & 319 activities in accordance with the current grant Work Plans. This position involves an understanding of tribal environmental programs and water quality data collection techniques. Computer skills and a strong interest in environmental protection and planning are required. Daily tasks are subject to change as new grants are received. This is a full-time position (Monday through Friday). Salary will depend on job experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) Participate in the administration of existing EPO Department programs; provide administrative support; prepare procurement documents and buds, track financial expenditures; maintain files, conduct environmental research, gather and disseminate information relevant to program activities;
- 2) Implement in field water quality monitoring and data collection on Pit River Tribal lands with YSI Sonde instrumentation, prepare, maintain and calibrate field equipment, photo-document sampling events, collect and deliver water samples, track water quality data trends;
- 3) Serve as a liaison between the Environmental Department and the Tribe's Cultural Committee by informing and coordinating with Band Cultural Representatives about relevant projects through information relay via phone calls and mailings, as appropriate; participate in agency meetings for information gathering and reporting;
- 4) Conduct community outreach and education, organize community events and endorsing participation with the Tribal community;
- 5) Build working relationships with land management agencies to further the Pit River Tribe's environmental protection and workforce development goals, through MOU's, MOA's, Participating Agreements, and Contracts.

KEY SKILLS AND KNOWLEDGE

- 1) Assist with information gathering, filing, copying, organizing, and information disseminating.
- 2) Create a monthly calendar, organize field visits for Tribal Bands, develop ongoing inventory of all department archival documents, maintain equipment inventory, and department files.

- 3) Understand and implementation of Pit River Tribal TEK within workflow and demonstration of sensitivity to the Pit River Band areas.
- 4) Conduct field data collection and water quality monitoring of Tribal lands; Create database for environmental and water quality data, conduct GIS mapping (training is available).
- 4) Research grants and opportunities for funding.
- 5) Staff is responsible for maintaining office supplies and equipment.
- 6) Research supporting documentation and log issues and actions taken (prioritized during meetings with Environmental Director
- 7) Coordinate with Tribal Cultural Band Representatives for issues on Tribal lands.
- 8) Conduct research delegated by supervisor; draft letters and attend relevant meetings.
- 9) Become familiar with existing MOU's, MOA's, Participating Agreements, Contracts, and other agreements between the Tribe, Land Management Agencies and other entities.
- 10) Track tribal agreements, and actively pursue projects, contracts, and other goals.
- 11) One (1) hour weekly meeting with Environmental Director.
- 12) Other duties assigned.

MINIMUM QUALIFICATIONS:

Experience with Tribal environmental issues, water quality monitoring, environmental planning, and restoration programs, including field work and data collection; experience writing documents knowledge of Microsoft Office; ability to write reports and understand and address the needs of the Tribal Council and the Environmental Program; ability to analyze and work with environmental and cultural issues; good communication skills, ability to treat everyone fairly, non-political and no conflict of interest; familiar with local, state and federal laws, Tribal Policies.

EDUCATION AND TRAINING EXPERIENCE

Associates of Science (AS) or some college education preferred; accountable and ability to follow through with tasks;

REQUIREMENTS

- Must possess a California driver's license, a good driving record, and be insurable by the PRT insurance carrier if Tribal Vehicle is used.
- Must successfully pass a pre-employment drug and alcohol screening and be willing to submit to a criminal background check if necessary

Equal Opportunity Statement: *The Pit River Tribe is an Equal Opportunity Employer and is committed to providing a workplace environment free of discrimination. The Tribe will not hire, discharge, or in any other way discriminate against an employee in compensation, working conditions or any other terms or benefits of employment because of the employee's race religion, color, national origin, sex, age, citizenship, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, or any other non-merit factor. **The Tribe shall, however, exercise a policy of Tribal Indian preference as provided in Personnel Policy No. 3 – Recruitment and Hiring. Preference will also be provided to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)).***

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for this exempt position.

Application Process: All candidates must complete a Pit River Tribe Government application which can be downloaded at <http://pitrivertribe.org/tribal-employment/> or you can retrieve a paper application at Tribal Administration HR. Resume and cover letter preferred and required for all management level positions.

Questions please contact:

Elizabeth Asahi Sato, HR Director

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