



# Walker River Paiute Tribe

*Human Resources Department*

## **JOB ANNOUNCEMENT**

Job Title:	Environmental Technician	Supervisor:	GAP Manager
Department:	Environmental	Location:	Tribal Administration
Salary Range:	\$12.19 hour	Pay Grade:	5
FSLA Status:	Non-exempt	Type:	Part-time
Open Date:	April 17, 2019	Close Date:	April 30, 2019

### **DEFINITION:**

The Environmental Technician will be under the direct supervision of the GAP Manager. They will be responsible for assisting the Environmental Program in monitoring and managing multiple projects within the community. These projects include but are not limited to solid waste, composting, recycling, water quality, and other related topics.

### **DUTIES AND RESPONSIBILITIES:**

- Will report to the Environmental Staff for specific assignments as needed.
- Assist in operational and research tasks, work plans, and/or problems with environmental staff.
- Shall become educated and familiar with the Environmental and Water Resources program's goals and objectives.
- Attend meetings and trainings that are pertinent to assigned duties.
- Will work closely with other entities to get training: i.e. Hoop houses, planting, drip systems, community gardens and other environmental projects that will help benefit the Tribe.
- Shall assist and educate community members on the importance way to dispose of solid waste and recycled items; composting, gardening and canning projects.
- Shall collect, record and analyze data for research studies, and provide detailed written reports that include pictures and maps.
- Develop materials, booklets, videos, pamphlets and newsletter articles for distribution to the community.
- May be required to work sporadic hours during the week/weekends.
- Shall perform other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Skill in effective verbal and written communication.
- Skill in using appropriate interpersonal skills.
- Skill in making decisions and using discretion appropriately.
- Ability to work independently.
- Willing to work outside in all weather conditions.
- Able to lift up to 40+ pounds and use hand tools (shovels, rakes, etc.)
- Ability to read and write proficiently.
- Ability to use Microsoft programs (word, excel, PowerPoint, etc.,)

## **REQUIRED EDUCATION AND EXPERIENCE**

- Must obtain a High School Diploma or GED Certificate.
- Must have a valid Nevada Driver's License and able to be covered under the Tribe's insurance
- Must provide DMV driving record
- Must successfully pass a background check
- Must submit a pre-employment & alcohol test
- Must be Certified Eligible through the ITCN Native Work Force Development program guidelines
  - Must be Native American, Economically Disadvantaged, unemployed or underemployed.
  - Must also be income eligible.
    - If Economically Disadvantaged: Proof of total family (household) income for the last 6 months, Pay Stubs, Public Assistance (i.e. Food Stamps, TANF, Commodity Foods, SIIS, etc.)
    - Unemployed: Letter from Unemployment office, Lay-off Notice
    - Underemployed: Proof of working less than full time.

“Applicants must be Native American, Native Alaskan, or Native Hawaiian who is economically disadvantaged, unemployed or underemployed. All TANF and Non-Custodial Parents are encouraged to apply.”

For applications contact Human Resource at the Tribal Administration Building,  
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;  
Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: [hr@wrpt.org](mailto:hr@wrpt.org)  
<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.