



JOB POSTING

POSITION TITLE:	Environmental Technician	FLSA STATUS:	Full-time/Non-exempt
DEPARTMENT:	Environment & Culture	SALARY:	\$45,000-\$55,000
LOCATION:	King William, VA	EDUCATION:	Bachelor's Degree
SUPERVISOR:	Environmental Director	WORK EXPERIENCE:	Minimum 1 year of experience in environmental science

JOB SUMMARY:

The Environmental Technician will become a team member of the Tribe's Environment & Culture Department through assisting with program development (Water Resources Program, Air Quality Program, and Apiary), conducting field research, analyzing data, and preparing scientific reports and presentations. They will work to meet the departmental vision by collaborating across tribal, federal, state, non50-profit, and private sectors. The Technician will actively participate in professional development opportunities like workshops and conferences, where they will engage in community outreach, community education, and scientific research.

MAJOR DUTIES & RESPONSIBILITIES:

- Develop programmatic quality assurance documents (e.g., Quality Assurance Program Plans, Standard Operating Procedures) with guidance by federal and state partners.
- Collect field samples and monitor water (e.g., water chemistry, water level, macroinvertebrates) and air (e.g., particulate matter, ozone, and greenhouse gases) using discrete and continuous methodology across Tribal Land.
- Follow protocol with attention-to-detail in laboratory and field assignments.
- Utilize GNSS systems and survey tools to create maps.
- Utilize software to advance scientific understanding (e.g., Excel, ArcGIS, R programming) by creating data tables, maps, and figures.
- Participate in Tribal outreach and education related to environmental science and departmental programs.
- Participate in scientific trainings, workshops, and conferences locally, regionally, and/or nationally.
- Present Tribal data surrounding natural resources to Tribe and partners.
- Maintain organized and accurate physical and electronic records of work activities, data, and information gathered.
- Other assigned duties.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

- Ability to work in a range of conditions outdoors.
- Ability to analyze data and communicate scientific results in oral presentations and written reports.
- Specific knowledge and skills in the fields of hydrologic science and water quality is highly desirable.
- Basic knowledge of ArcGIS is highly desirable.
- Basic knowledge of R programming is highly desirable.
- Team-work oriented and easily motivated by conducting and sharing science.

EDUCATION and/or EXPERIENCE:

- Bachelor of science in environmental science or related major.
- Minimum of 1 year of experience in the field of environmental science (e.g., conducting research project(s), completing field work, internships, or related jobs post-graduation).

OTHER REQUIREMENTS:

- Candidate must possess computer skills necessary to perform the primary duties and responsibilities of the position.
- Candidate must be willing to complete and assist with manual labor outdoors (e.g., building field site infrastructure, collecting environmental samples).
- Knowledge of applicable tribal, local, state, federal, and other regulations preferred.
- Organized and able to multitask, prioritize, and manage time efficiently to complete tasks and make deadlines.
- Ability to adapt to a dynamic work environment and receive direction according to organizational needs.
- Must be willing and able to obtain additional education and training (e.g., Boating License).
- Must possess a valid State Driver's License or be able to obtain one and be insurable to drive government vehicles.
- Applicants will be required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicant for consideration for the position.

WORK ENVIRONMENT:

The workplace will be 100% on-site, roughly 60% in the office and 40% in the field with exception to conference, workshop, and/or training related travel (average 2-3 annually). Percentages of time may change according to field season and programmatic needs. Work may be completed in the office, field (i.e., outside), laboratory, off-site, and/or remote setting. The noise level in the work environment is usually low to moderate. Personal protective equipment will be supplied for the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Physical duties include ability to lift up to 50 lbs. and ability to work outdoors in all weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BENEFITS:

- Health, dental, and vision
- Paid time off
- Holiday pay
- Life insurance
- Long-term disability insurance

- 401k

HOW TO APPLY:

Candidates desiring to apply for this position must submit the following to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
AND
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position along with three professional references.

Upper Mattaponi Tribe
Attn: Environmental Technician
Email: careers@umitribe.gov

NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).