



PUEBLO DE SAN ILDEFONSO  
Human Resources Office  
02 Tunyo Po  
Santa Fe, NM 87506

### POSITION DESCRIPTION

**POSITION:** Environmental Specialist      **LOCATION:** San Ildefonso Pueblo  
**SALARY:** DOE      **REPORTS TO:** DECP Director  
**FLSA STATUS:** Exempt

**Job Summary:** Department of Environmental and Cultural Preservation (DECP)  
Under direct supervision, the Environmental Specialist, will assist the DECP Director and other department staff members in reviewing and commenting on various environmental and technical documents, including environmental impact statements (EIS's) received by the Pueblo. This person will train staff in Environmental monitoring and surveillance activities, and will assist in developing monitoring and sampling plans and activities. Will also assist in water quality implementation. This person will also serve as the Departments QA/QC Manager.

**Supervision and Guidelines:**

The Environmental Specialist work performed is under the direct supervision of the DECP Director. Guidelines include generally accepted principles, applicable laws, rules and regulations, San Ildefonso Pueblo policies and procedures and supervisory and administrative instructions and directives.

**Essential Duties and Responsibilities:**

Must have working knowledge of Federal and State Environmental regulations as they apply to grant and environmental management.

Will review and comment on all environmental documents including environmental assessments (EA's), environmental impact statements (EIS's), and Proposed Actions received by the Pueblo. Will train technical staff members in how to effectively review these documents as well.

**Water quality implementation**

Will assist in developing multimedia monitoring, surveillance, and sampling plans and activities.

Reviews and edits environmental department grant proposals, workplans, and environmental data uploads.

Will act as a mentor and technical advisor to environmental department staff and the Tribal Council and Tribal Officials in Environmental monitoring and surveillance activities.

Will advise staff on how to interpret pertinent environmental data.

Will serve as the Quality Assurance Manager, and is responsible for the review/submittal of Quality Assurance Project Plans (QAPP's) and the DECP Quality Management Plan (QMP).

Assists in field work activities.

Must have ability to write and communicate effectively.

Will conduct research, and produce technical reports and correspondence.

Posses knowledge of computer skills including word-processing and database software.

Assist with the Natural Resource Damage Assessment Trustee Council.

Assist with Climate resilience and adaptation planning

Will perform other duties as assigned or required.

Work Environment:

Work is performed in an office and out in the field setting. Local and out-of-state travel is required.

Minimum Qualifications:

High School Diploma or General Equivalency Diploma required. A Bachelor's Degree in environmental science, chemistry, biology, physics, statistics, mathematics, Engineering or related field is preferred. Worked at least 3 years with Environmental Science or Natural Resources Management or exhibit a strong environmental professional background in similar duties and responsibilities. A combination of education and experience will be considered. Working knowledge of applicable federal laws and regulations including the Clean Water Act, Clean Air Act, EPA, NEPA, OSHA. Excellent verbal and written communication skills. Working knowledge of computers including MS Office software. Good people skills. Ability to perform quality work under pressure, meet deadlines, and maintain confidentiality. Must be insurable under the Pueblo de San Ildefonso vehicle insurance policy.