

SANTA ROSA ENVIRONMENTAL DEPARTMENT

JOB DESCRIPTION



Position: Environmental Assistant
Reports To: Environmental Director
Pay Grade: DOE
Department: Environmental
Shift: 7am – 5pm Monday – Thursday 40 hrs./week
Employment Status: Full -Time / Non-Exempt
Primary Work Location: Santa Rosa Indian Reservation

Summary:

The Environmental Assistant will be responsible for protecting environmental resources through technical assistance, education, and outreach to ensure the health and safety of the Santa Rosa reservation and its people. The Environmental Assistant will be responsible for supervising, monitoring the design of projects, project and grant management over the Clean Water Act 106/319 environmental grants.

Essential Duties and Responsibilities:

- Assists in implementing management programs for water quality, wetlands management, and hazardous materials and waste management.
- Manages complex environmental projects and assessments requested by other departments.
- Ensures grant compliance and reporting with applicable federal requirements.
- Conduct tribal land rehabilitation projects.
- Write and oversee grant proposals for CWA 106 and 319.
- Conduct reports, newsletters, water sampling, and well sounding schedules.
- Conduct environmental workshops for the community.
- Attend trainings and conferences.
- Submit quarterly reports to funding agencies in a timely manner.
- Research grant opportunities.
- Researching vendors and quotes.
- Able to create and maintain spreadsheets, flyers, letters, and calendar.
- Operate office machines, copier, scanner, voicemail.
- Coordinate amongst departments for Earth Day event.
- Conduct updates to Environmental Department website.
- Conduct field visits to projects sites.
- Review, edit and comment on project deliverables and adhere to deadlines.
- Assist with community clean ups.
- Able to work outside in adverse weather conditions.
- Able to lift up to 50lbs.
- Perform other duties as assigned.

Knowledge:

- Two years of experience in position with in Environmental or in related field.
- Knowledge of Tribal Government, Federal, and State rules and regulations for grants.
- Ability to work well with others and the ability to work independently.
- Must have strong attention to detail.
- Ability to multi-task and provide clear direction to staff within department.
- Ability to clearly communicate in writing and orally.
- Strong ability to work with Microsoft Office and GIS equipment.

Minimum Qualifications/Education:

- High School diploma or equivalent required.
- Be medically certified drug free after test and confirmatory re-test.
- Must be able to successfully pass a Background Investigation.
- Must have a current valid Driver's License.
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I have read and understand the Environmental Assistant job description:

Staff Member Name

Date