

**SUMMIT LAKE PAIUTE TRIBE**  
Primary Administrative Office  
2255 Green Vista Drive, Ste 402, Sparks, NV 89431  
(775) 827-9670 Fax (775) 827-9678  
Website: [www.summitlaketribe.org](http://www.summitlaketribe.org)

**POSITION DESCRIPTION**  
**ENVIRONMENTAL SPECIALIST**

**Rate of Pay:** Dependent on Classification Level and Experience:

Environmental Specialist I: \$20.00 - \$25.00

Environmental Specialist II: \$26.00 - \$30.00

**Benefits:** Paid Holidays/Sick Leave upon employment and Annual Leave after successful completion of probation period.

**Duration of Employment:** Regular, Full-Time (DOF)

**Duty Station:** Summit Lake Indian Reservation (Reservation), Humboldt County, Nevada and administrative office in Sparks, Nevada

**JOB SUMMARY:** The Environmental Specialist assists with the implementation of natural resources and environmental programs on the Summit Lake Paiute Reservation (Reservation), in particular water quality, nonpoint source pollution, noxious weed management, and other plant-related projects.

**DUTIES AND RESPONSIBILITIES AS ASSIGNED:**

1. Work within a variety of environmental and natural resource contracts and grants and contribute toward all aspects of the Tribe's fish, wildlife, range, water quality, and noxious weed management programs; including maintenance of geographical information system (GIS) databases.
2. Write and contribute to monthly, quarterly, and annual reports to the Tribal Council (Council) and federal and state agencies.
3. Develop and maintain a catalog of environmentally sensitive issues and information regarding the Reservation and surrounding area environmentally sensitive issues and information.
4. Perform environmental assessments.
5. Maintain an effective working relationship with Council, supervisor and staff, partners and stakeholders.
6. Contribute to community newsletter, assist with public outreach and produce various media for public education and information.
7. Coordinate and communicate with local, state and federal agencies and staff regarding Tribal needs, plans and reporting or budgeting requirements.
8. Attend meetings and trainings which affect Tribal environmental interests.
9. Perform duties in conjunction with other Tribal departments and staff as needed.
10. Other appropriate and applicable duties based on classification level as assigned.

## MINIMUM QUALIFICATIONS:

### **Environmental Specialist I**

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in environmental science, natural resources, or closely related field and 1-4 years of active professional experience in implementing environmental monitoring, protection, and/or mitigation programs.

#### ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of GIS and GPS hardware/software; scientific research methods; scientific writing; mathematics used in data analysis; and applicable laws and policies including National Environmental Policy Act, the Clean Water Act, the National Historic Preservation Act, and the Endangered Species Act; and operation of all necessary monitoring equipment.
- Working knowledge of proper data collection and record keeping; Microsoft Office Suite; safe driving techniques on unmaintained dirt/ gravel roads; and ATV/UTV and boat operations and safety.
- Ability to hike for extended periods of time over uneven terrain in inclement weather; live and work as a team member in an extremely remote area of Northern Nevada for extended periods of time; work comfortably in both extremely cold and extremely hot temperatures; live comfortably in primitive housing conditions for extended periods of time; maintain a flexible work schedule – i.e. working on weekends and/or through the night and/or beginning the work day pre-dawn when required by project; be self-motivated with a positive attitude; demonstrate proficient written and verbal communication skills; effectively interact with Tribal members, staff and agency personnel; work independently, collaboratively, and effectively in a cross-cultural environment with people of various skills; read, understand, and interpret reports, charts/graphs, and maps; and identify local flora and fauna.

### **Environmental Specialist II**

EDUCATION AND EXPERIENCE: 5-8 years of active professional experience in implementing environmental monitoring, protection, and/or mitigation programs OR a Master's degree in environmental science, natural resources, or closely related field AND 1-2 years of professional experience as described above.

#### ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of budgets, grant development, and grant administration.
- Working knowledge of GIS and GPS hardware/software; scientific research methods; scientific writing; mathematics used in data analysis; applicable laws and policies including National Environmental Policy Act, the Clean Water Act, the National Historic Preservation Act, and the Endangered Species Act; tribal programs administered by the Bureau of Indian Affairs (25 CFR) and the Environmental Protection Agency (40 CFR Parts 31 and 35); and operation of all necessary monitoring equipment.
- Ability to read, understand, and interpret regulations and policies.
- Excellent written and verbal communication skills.
- *All knowledge, skills, and abilities required of Environmental Specialist I.*

**To Whom Position Reports:** Natural Resource Director or delegate as assigned.

**Travel Requirements:** Weekly travel to Reservation during field season, as well as for Council meetings, workshops, and as needed.

**Driver's License:** Must possess a valid driver's license and be insurable by Tribe's insurance company. **A copy of applicant's driving record issued by the State Department of Motor Vehicles issued 30 or less days prior to the date of application, must accompany the application.**

**Overtime Status:** Exempt

**Conditions of Employment:** Primitive and rustic housing on the Reservation is provided. Employees are expected to adhere to all Summit Lake Paiute Tribe Policies when on Tribal property including during non-working hours.

**TRIBAL MEMBER AND INDIAN PREFERENCE:** Summit Lake Paiute Tribe is a Tribal member and Indian preference employer, in accordance with Section 7(b)(c) of Public Law 93-638, the Indian Self-Determination Act. However, in all other instances the Tribe complies with Title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of age, race, creed, sex, sexual orientation, religion or national origin.

#### **HOW TO APPLY:**

Job Applications may be obtained by contacting the Tribal office or from the Tribal Website. The "Employment" tab is under the "Information" drop down menu. The Tribal website is cited in header of this announcement. Completed applications may be submitted in person or by mail at the Tribal office (address listed in header of this announcement). Applications may also be submitted by email to [wyatt.plumlee@summitlaketribe.org](mailto:w Wyatt.plumlee@summitlaketribe.org). \*Please be aware that the candidate selected for this position will be required to provide a copy of application that has original signatures in blue ink.\*