

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: ENVIRONMENTAL TECHNICIAN
CLASSIFICATION: NON-EXEMPT
STATUS: FULL-TIME

DATES OF POSTING PERIOD: FEBRUARY 11, 2021 – FEBRUARY 25, 2021

JOB SUMMARY: This position is under the direct supervision of the Environmental Programs Manager and the indirect supervision of the Environmental Services Manager and will be located at the Miami Nation Environmental Offices located at 121 N Main.

MAJOR JOB DUTIES:

- Assist with water sample collection activities and subsequent laboratory analysis
- Ensure proper quality control measures are followed and achieved in the process of data gathering
- Utilize water and/or air monitoring equipment
- Assist in analyzing water quality data and summarizing conclusions in technical reports and/or presentations
- Assist with the collection of recycling materials and related activities
- Participate in Natural Resource Damage Assessment (NRDA) activities related to the Tri-State Mining District

OTHER JOB DUTIES:

- Participate in various departmental public outreach activities
- Minor equipment repairs and/or coordinate repairs as required
- Cross training as needed for assistance in other department programs
- Other duties as assigned

This position includes, but is not limited to, the job functions listed above.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in related science field preferred or equivalent education and experience
- Knowledge of principles of scientific method and experimental design; proper environmental sample collection measures; quality assurance and quality control in generating environmental data; and laboratory analysis of basic water quality parameters
- Knowledge about the proper functioning of and use of personal protective equipment, such as face masks, glove, protective goggles, etc.
- Knowledge of and previous experience operating water and soil monitoring equipment
- Knowledge of electronic equipment and computer hardware and software, including applications such as Microsoft Word, Excel, PowerPoint, Publisher, etc., as well as very good skills in working with those programs on a daily basis and performing data manipulation and analysis
- Good written and oral expression with skills in scientific/technical report writing
- May be required to work beyond normal working hours and/or a flexible schedule
- Must be able to travel as needed
- Must have the ability to work with minimal supervision while meeting deadlines
- Excellent communication skills, both written and oral
- Must possess a high integrity regarding confidential and sensitive information
- May be subject to criminal background investigation

Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: cgibson@miamination.com • HR Fax (918) 513-6318
For complete job description and application visit: www.miamination.com/employment

- Must possess a valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

PHYSICAL REQUIREMENTS:

- Must be able to lift and carry a minimum of 50 pounds
- Work will be performed in various indoor and outdoor settings in all weather conditions
- Minimal to moderate amounts of physical labor

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act.