



POTTER VALLEY TRIBE



2251 S. State St. • Ukiah, California 95482 • (707) 462-1213 • Fax (707) 462-1240
• E-mail: pottervalleytribe@pottervalleytribe.com

Chairperson
Salvador Rosales

Secretary
Rosemary Rahmaoui

Treasurer
Losario Rosales

POSITION DESCRIPTION

Job Title: **Environmental Technician – Part to Full Time**

Organizational Unit: Tribal Environmental Office

Reports To: Tribal Environmental Director, Tribal Council

The Environmental Technician is responsible for assisting with the implementation of the Tribe's General Assistance (GAP) environmental program and other resource management plans. The position provides for the education and training to work in and assist with operation of the Tribal Environmental Office.

Duties and Responsibilities:

1. Assist Environmental Director with researching and preparing funding proposals
2. Assist with environmental education programs: campouts, forestry, and agricultural projects
3. Develop and distribute community outreach materials to the Tribal members, including newsletters, flyers, and notices
4. Assist with recycling programs and solid waste clean-up projects
5. Assist with monthly progress reports to the Environmental Director and Tribal Council
6. Pursue training to update professional capabilities
7. Drive tribal or their own vehicles to patrol tribal properties throughout Mendocino County, providing written reports on environmental and public safety conditions. Occasional travel outside of county.
8. Attend USEPA and other environmental conferences, agency and committee meetings, in person or online, and other functions pertaining to the Tribe's Environmental Office
9. Other duties as assigned and pursuant to GAP and other grants, i.e., water resource activities

Qualifications:

At least 2 years experience or college and/or professional courses in environmental science or related fields. Must possess organizational, analytical, and communication skills. Basic computer skills, including email, internet, file management & experience in MS Excel and Word required. Must be willing to travel and attend training as necessary. Must possess a valid California Driver's License and insurance.

Salary: The wage for this position is \$18-30 per hour, depending on education and experience, with a schedule of approximately 30-40 hours per week. Flexible hours may be available based on need and grant funds.

WORKING CONDITIONS:

This position requires working in an office environment, remotely, or in the field in an outdoor environment, subject to the elements. Sitting, standing, walking, bending, and lifting are all to be expected in the performance of this job. Travel will also be required for training, meetings, conferences, and tribal community events.

Tribal Member preference and/or Indian preference will apply in compliance with the Potter Valley Tribe Personnel Policy, and the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Potter Valley Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of the Civil Rights Act of 1964, amended in 1991.

Application: Contact the Potter Valley Tribe – Community Center, or email for an application, complete and send your resume' via to: pvtepadirector@pottervalleytribe.com. Position open from January 1, 2023 until filled.

Applications will also be posted on the website at the link: <https://pottervalleytribe.com/employment>