

Little Traverse Bay Bands of Odawa Indians

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Job Posting

Job Title: Air Quality Specialist
Department: Environmental Services
Reports To: Environmental Director
FLSA Status: Non-Exempt
Starting Salary: \$31,475 to \$42,584
Term: GRANT FUNDED POSITION; (Grant Ends 3/31/2009)
Level: 4
Posting Date: May 23, 2008
Closing Date: June 13, 2008

SUMMARY

The Air Quality Specialist will implement a Section 103 Clean Air Act grant to develop an air quality management project for the LTBB of Odawa Indians. The project includes participation as a representative of LTBB regarding air quality, community education/outreach pertaining to air quality, completion of an emissions inventory for the tribal air shed, and management of an ambient air monitoring program on the LTBB 1855 Treaty delineated Reservation. The position is grant funded; grant is renewable annually.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Conduct air quality monitoring for particulate matter.
- Maintain monitor equipment.
- Update the LTBB emissions inventory.
- Disseminate information on air quality protection, pollution prevention, and health.
- Gather information from the LTBB community and interested entities regarding their air quality concerns.
- Research and assemble educational materials and/or presentations.
- Comment on air quality related issues.
- Maintain communication with relevant air quality and environmental staff.
- Stay abreast of the current issues regarding air quality.
- Participate in relevant air quality training and meetings.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Must be able to read, analyze and interpret common scientific, technical, and policy documents, be able to write scientific and quarterly reports and be able to effectively present information. Must possess a valid drivers license with a good driving record, reliable transportation and be insurable.

EDUCATION AND EXPERIENCE

Must possess a Bachelor of Science Degree in Environmental Science, Air Quality, Air Pollution Technology or a closely related science field. One year of demonstrated experience in Environmental Sciences or a related field is preferred. Applied Science Associates Degree and three years work experience in Environmental Services field may be considered.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee is required to sit, talk or hear, stand, and walk. The employee must climb through a hatch onto a rooftop air quality monitoring site for data collection and equipment maintenance. The employee must occasionally stoop, kneel, crouch or crawl, and lift or move up to 50 pounds (data collection equipment on land and off a boat or canoe). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

COMMENTS

Native American Preference will apply.