



Human Resources Department Pueblo of Tesuque

ROUTE 42 BOX 360-T
SANTA FE, NEW MEXICO 87506

JOB ANNOUNCEMENT #2018 – 006

POSITION TITLE:	Water Quality Specialist	SALARY RANGE:	DOE
DEPARTMENT:	Environment	POSITION STATUS:	Full Time
PERIOD TO APPLY:	Open until filled	FLSA STATUS:	Exempt
SUPERVISOR:	Environment/Nat Res Director	LOCATION:	Tesuque Pueblo

GENERAL DESCRIPTION

Incumbent is primarily responsible for the day-to-day activities administered under the Water Quality Program, to include all technical requirements contained within the Quality Assurance Project Plan(s) (QAPP's) specific to this program. The Water Quality Specialist must have a strong background in math, science and computer technology. Incumbent carries out accepted sampling protocol standards and will be required to perform other duties within multiple on-going projects relating to the environment. At times, this incumbent will work in relative isolation, spending more than 70% of shift out in the field.

SUPERVISION RECEIVED

Work under the supervision of the Environmental/Natural Resources Director.

SUPERVISION EXERCISED

No.

NATURE OF WORK

ESSENTIAL FUNCTIONS

- Carry out daily technical support within the water quality program.
- Responsible for seasonal sample collection following the protocols identified in the Quality Assurance Project Plan(s) (QAPP's) for the on-going water monitoring program at the Pueblo of Tesuque.
- Coordinates and assists management with decision making and scheduling of sampling events.
- Will assist with writing grant applications including technical work plans.
- Oversees sample collection to ensure proper sampling methods and equipment are used, and that quality assurance and control protocols are met.
- Responsible for equipment maintenance and calibration and if needed, submitting water samples to contract laboratories for analysis. Additionally, the Specialist is responsible for weekly reporting, and monthly progress reports with an emphasis on data management.
- Must be familiar with and is accountable for compliance with federal regulations and statutes such as the Clean Water Act (CWA) and Safe Drinking Water Act (SDWA) as they apply on Tribal lands.

- Will assist in the development of a GIS database that will allow the Department to input data from baseline studies, and to help foster an educational outreach program, providing pertinent information on environmental issues concerning the community.
- Experience with federal grant requirements and field survey is desired.
- Perform all work activities in accordance with the Pueblo of Tesuque safety policies and procedures.
- Operates equipment in a safe manner, and conducts field activities to achieve project objectives.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Required Education and Experience

- A Bachelor of Science in Environmental Science or a related field is preferred or a minimum of five years' experience specifically in the environmental field or a combination of education and experience.
- Advanced knowledge of environmental sampling techniques and quality assurance and control (QA/QC) procedures.
- Must be able to apply basic science and mathematical principles to the understanding of the physical and chemical properties associated with source pollutants in the environment.
- Must have the ability to use computer technology and various software programs, especially MS Windows, Word, Excel, Access, and Internet and e-mail programs.
- Geographical Information System (GIS) knowledge and experience or familiarity with maps, and field surveying using traditional and GPS technology.
- Ability to interact effectively with staff members from government entities such as EPA Region 6, the Department of Energy (DOE) and others.
- Must have effective oral and written communication skills.
- A valid New Mexico Driver's License is required.
- Must possess a valid driver's license and must insurable through Tesuque's liability plan.
 - Extended working hours, including weekends, may be required.

Additional Requirements

- Valid New Mexico Driver's License
- Must provide two professional references
- Extended working hours, including weekends, and evenings may be required.
- Must pass pre-employment drug test and have no felony convictions, history of criminal or improper conduct, or poor driving record

NATIVE AMERICAN PREFERENCE

**SUBMIT APPLICATION AND RESUME TO:
PUEBLO OF TESUQUE HUMAN RESOURCES DEPARTMENT
RT. 42 BOX 360T, SANTA FE, NM 87506
FAX (505) 982-2331
OR EMAIL TO**

tesuquehr@pueblooftesuque.org

When required of the position, attach a copy of high school /GED, college education, certification(s) or license(s). Pre-placement exams are required.

Incomplete applications may delay or exclude consideration of your application.