



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502
 Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

	Job Announcement: HR2017:100
Position Title: Environmental Technician	Advertising: Tribal-wide
Department: Environmental	Division: Regulatory Affairs
Immediate Supervisor: Environmental Director	Department Director: Environmental Director
Employment Status: Non-exempt	Position Type: Regular Full-Time
Mandatory Reporter: No	Background Check Required: Yes (child-sensitive)
Opening Date: Friday, August 18, 2017	Closing Date: Friday, September 1, 2017 by 5:00 p.m.
Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.	
Overall Objectives of Position	
<p>The Environmental Technician is responsible for performing assigned Tribal recycling activities under the daily supervision of the Environmental Director. The Environmental Technician assists with implementing recycling and other waste reduction activities. This job description is not an all-inclusive list of duties and responsibilities of this position. The Environmental Technician is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.</p> <p>The Environmental Technician is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.</p>	
Primary Responsibilities of the Environmental Technician	
<ul style="list-style-type: none"> Assists in writing, coordinating, and implementing the technical provisions of federal Environmental Protection Agency and other applicable Tribal environmental/natural resources grants. Collects data to support environmental programs. Assists with implementation of Tribal recycling policies to promote waste reduction. Works with the Environmental Department to track activities to meet grant/program funding requirements. Promotes recycling and waste reduction activities within the Tribal community. Monitors and maintains facilities and equipment ensuring integrity to prevent downtime. Assists with finding opportunities to recycle different types of waste streams generated within the Tribal community. Complies with established standard operating procedures (SOPs). Works within established guidelines and under supervision to prioritize and coordinate activities to meet critical deadlines. Performs other duties as assigned by the appropriate person. 	
Day-to-day Responsibilities	
<ul style="list-style-type: none"> Conducts recycling pick-ups based on established schedule. Performs baling activities in preparation for vendor transport. Adheres to the daily, weekly, monthly housekeeping and equipment maintenance requirements. Reports any deficiencies to the facility and/or equipment to the Environmental Director. 	
Education/License/Certification/ and Experience Requirements	
<ul style="list-style-type: none"> Associate's Degree and/or a combination of related education, employment, volunteer, and professional experience in an environmental or recycling-related setting equivalent to two (2) years. Two (2) years of experience in recycling or solid waste activities preferred. 	
Skills Required	
<ul style="list-style-type: none"> Must be able to explain the benefits of recycling and importance of waste reduction. Must be able to operate equipment and machinery used in the recycling program. Physically capable and willing to work outside in the environment when required. Physically capable of and willing to work in an environment requiring wading of streams while carrying equipment. Must be able to swim. 	
Additional Requirements	
<ul style="list-style-type: none"> Ability to work odd and irregular hours, as needed. Must possess a valid state driver's license and an insurable driving record according to Tribal insurance guidelines. Must successfully pass the required criminal and character background check. Ability to travel and participate in training as recommended to meet the goals and objectives of applicable programs. Ability to adequately and successfully perform all duties and responsibilities of this position. 	
<p>Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.</p>	