MISSISSIPPI BAND OF CHOCTAW INDIANS
OFFICE OF ENVIRONMENTAL PROTECTION
101 LAGOON ROAD · P. O. BOX 6010
CHOCTAW, MS 39350
PHONE: 601-663-7546 / FAX: 601-663-7587

JOB ANNOUNCEMENT #28-05-204

POSITION TITLE: ENVIRONMENTAL ENGINEER GRADUATE or ENVIRONMENTAL SCIENTIST

SALARY: Grade 12

OPENINING DATE: JUNE 17, 2016 JUN 17 2016

CLOSING DATE: JULY 01, 2016 OR UNTIL FILLED

SUPERVISOR: ENVIRONMENTAL MANAGER

JOB LOCATION: OFFICE OF ENVIRONMENTAL PROTECTION
PEARL RIVER COMMUNITY
CHOCTAW, MISSISSIPPI

GENERAL POSITION DESCRIPTION

This is entry level environmental engineering/scientist work involving the routine application of professional engineering/scientific principles in the implementation of federal, regional, and Tribal programs for the control of environmental issues such as water pollution, air pollution, and waste management. The Environmental Engineer Graduate (EEG)/ Environmental Scientist (ES) will be required to exhibit sound engineering and scientific judgement in the execution of a wide range of environmental programs managed by the Office of Environmental Protection of the Mississippi Band of Choctaw Indians (MBCI) for the protection of Tribal members' health and the environment. The EEG/ES shall have attained, through a combination of education and experience, the ability to independently perform and complete assigned technical and administrative duties within discipline of Environmental Engineering/Science. The work affords some opportunity for the use of independent judgement in planning work details and making minor technical decisions. The work is performed under supervision.

DUTIES AND RESPONSIBILITES

1. General: The EEG/ES facilitates compliance with Tribal and Federal laws and regulations and grant commitments. The incumbent will be staff level programmatic lead on environmental projects. The EEG/ES will support the Environmental Manager in the implementation of the MBCI Office of Environmental Protection's mission.

2. Programmatic Technical Activities:

    a. Conducts on-site inspections of pollution abatement facilities, systems under construction, discharge/emission points, complaint sites and sampling points.
    b. Conducts field tests to determine environmental quality of air, water and soil.
    c. Provides technical assistance to Tribal governmental officials, consulting engineers/scientists developers, system operators on air and waste, and wastewater pollution control systems.
    d. Will maintain a competent knowledge of Federal and Tribal air, water and waste laws and regulations.
    e. Answers questions concerning environmental matters, water, air and waste pollution systems, standards and regulations.
    f. Participates in compliance assurance activities.

3. Document management: The EEG/ES will maintain documents and records in the manner required by statute, policy and grant commitments.

4. Grants Management: The EEG/ES will diligently satisfy programmatic work plan task on schedule and actively seeks to identify and facilitate compliance with grant requirements. The EEG/ES assists the Environmental Manager in the timely development and submittal of reports to the granting agency. Other responsibilities include, but are not limited to, communicating effectively with funding agencies, ensuring compliance with fiscal responsibilities regarding use of project and Tribal funds, and assisting in the preparation/submittal of project activity reports to funding source representatives and Tribal authorities.

5. Outreach: The EEG/ES will assist in the development and delivery of presentations, and outreach materials.

6. Other Duties: Other duties may be assigned by the Environmental Manager.

TRAVEL

Most travel will be limited to Tribal communities. Some overnight travel will be required to attend training sessions, meetings and other information gathering opportunities. Long term overnight travel will not be required.

SUPERVISION

The EEG/ES will be supervised by the Environmental Manager.

QUALIFICATIONS

Environmental Engineer Graduate

Educational Requirements:

A Bachelor's of Science Degree from an ABET accredited school or college in an engineering curriculum wherein that same engineering curriculum at the undergraduate level is approved by the Mississippi State Board of Registration for Professional Engineers and Land Surveyors as of satisfactory standing, preference will be given to candidates with courses in environmental engineering.

Environmental Scientist

Educational Requirements:

A Bachelor's of Science Degree from an accredited four- year university in Environmental Science, Biology, Microbiology, Fishery Biology, Chemistry or other environmental related curriculum.

PHYSICAL REQIREMENTS

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these on an as needed basis. Corrective devices may be used to meet physical requirements.

Moderate work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Speaking/hearing: Possesses the ability to give and receive information through speaking and listening

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel objects, tools, controls and computer key boards. The incumbent is frequently required to reach with hands and arms. The incumbent is frequently required to walk and stand.

COMPETENCIES

Public Sector Competencies:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness and respect for others.

Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work ethic: Is productive, diligent, conscientious and timely. Is a self-starter.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the Tribe and is a good steward of the Tribal assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to details to achieve high level of performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform ones job. Knows the organizations mission and functions and how to fit into Tribal government.

Self-Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to new information and ideas.

Technical Competencies:

Technical Proficiency: Ability and willingness to become competent in the technical areas needed to do a specific job.

Reads, comprehends, evaluates, interprets, and implements federal, and Tribal laws. Policies, mandates, and regulations relating to professional and technical environmental engineering/science work. Reads evaluates, develops, and interprets technical documents and design drawings. Exhibits an understanding of, compliance with, and implementation of safety rules and regulations. Exhibits the ability to identify alternatives and make technical decisions. If the situation requires, makes sound decisions based on incomplete and conflicting information. Effectively utilizes enterprise-wide data and technical software needed to perform specific duties. Recognizes the need for continued professional and technical development. Demonstrates proficiency in applicable technical areas based on the application of acquired knowledge. Effectively participates in training and continuing education.

Problem Solving and Decision Making: The ability and willingness to work with people and to solve problems in order to effectively complete assigned tasks.

Demonstrates the ability to anticipate potential, and identify existing problems. Uses problem solving tools to navigate to a practical solution. Analyzes the effects of decisions on stakeholders. Studies and evaluates problems/concerns; researches solutions; uses creative thinking, sound judgement, good decision making skills, and current information to provide both oral and written solutions to problems, stakeholder inquiries, and policy changes. Negotiates when necessary to resolve problems. Seeks to identify and resolve conflict situations, and effectively deals with difficult issues and people. Exhibits the ability to handle multiple issues and projects concurrently.

Communication: Shares information in writing or verbally.

Concisely and correctly answers questions and/or explains conveys information to the public, agency, co-workers, management, contractors, vendors, and other entities. Asks appropriate questions to gain information needed to assist the public or provide information to the public, funding agencies, agency personnel or other entities. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as e-mails, reports, proposals, memoranda, contracts, grants, etc. Knowledgably refers issues to appropriate agency or other personnel. Presents facts, financial documentation, or other information in written and/or oral form.

Functional Capability: Possesses or is capable of developing the specific knowledges and technical abilities needed to succeed.

Has ability to think analytically and exercise an analytical thinking process. Maintains regular contact with persons in other departments, entities, or other agencies to coordinate activities, to resolve problems, to furnish or obtain information and to explain policies, procedures, grant requirements, and regulations.

Technical: Is proficient with computers and in operating equipment applicable to position.

Is proficient in using computer hardware and software to complete assigned tasks, meet agency goals, and produce required products. Possesses functional knowledge of software products that could include, but is not limited to, the following: Windows 8, Word, Powerpoint, or equivalent.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved, as follows:

Notwithstanding this Native American preference, MBCI will employ non-MBCI members only when no qualified member of MBCI can be recruited, trained, or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a waiver of Native American Preference has been secured from the committee on Human Resources, Training and Development on a case by case basis.

The Authority to waiver Indian Preference Laws can only be exercised by the Committee on Human Resources, Training and Development, and the Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of non-MBCI member can be made by the Committee only for as long as the non-MBCI member remains in the position for which the waiver was granted. That waiver does not apply to other openings for which the non-MBCI member or other Native American may have interest in or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive branch supervisors, and has no right to direct that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350