SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

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Terry Rambler

Tribal Chairman

Tao Etpison

Tribal Vice-Chairman

**RE-ADVERTISEMENT**

**Applicants who previously applied need not reapply unless they wish to update their applications.**

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| **VACANCY ANNOUNCEMENT NO.** | **OPENING DATE** | **CLOSING DATE** |
| #23-070 | January 30, 2023 | February 13, 2023 |

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| **POSITION TITLE AND DEPARTMENT** | SALARY |
| **Enforcement Officer**Department of Environmental Protection | $40,000.00 - $50,000.00Per Annum. |
| APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE(Applications must be received in the Human Resources Office by close of business on the closing date) |

**CONDITIONS OF EMPLOYMENT:**

* **In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor’s excuse when applying to opt-out of receiving vaccination).**
* Regular Full Time position. (exempt) (non-exempt) (Grant funded position; continued employment dependent on grant)
* Applicant must have a valid driver’s license.
* Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual’s suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. ***Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.***
* In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

**DUTIES AND RESPONSIBILITIES:**

As an Enforcement Officer, under the supervision of the Director, the Enforcement Officershall monitor and enforce compliance with relative codes and/or ordinance governed by the Tribe to ensure the health and safety of the general public. Shall conduct inventory and monitor activities as they relate to the department and/or as they are assigned. Develop standard operating procedures for the brownfields program and support any other programs under Department of Environmental Protection (DEP). The Enforcement Officer actively updates inventory listings throughout the year. Shall work closely with environmental consultants or EPA Officers in a professional level of customer service. Coordinate field visits with other tribal programs, contractors and other federal agencies. Prepare and submit monthly and quarterly reports of activities related to enforcement to the DEP Director, Board Committee, Tribal Council and/or grantor. The Enforcement Officer documents and record keeping of activities related to the progression or outcome of projects. Write proposals and work with Tribe’s grant writer to submit to grants.gov. Supervise administrative assistant, Environmental Tech I&II, and volunteers including interns. Must complete daily vehicle maintenance log and report any deficiencies identified such as minor mechanical issues. Shall conduct recycling of all recyclable materials and perform all custodial duties such as, cleaning the office, vehicle and other facilities in the work space. Shall conduct homesite and field visits to monitor or provide warning to homeowner related to codes, ordinances, and or CFR. In addition, shall perform other duties as assigned by the Director.

**QUALIFICATION REQUIREMENTS:**

Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college that led to an AA/AAS degree in Environmental Studies, Program Management or closely related field. ***NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements****.*

OR;

Candidates must have had three (3) years of specialized experience. Specialized experience is experience in enforcement, program management or a combination of education and training in a job related field. ***Examples of the type of experience that will be credited are shown above under “Duties and Responsibilities”.***

Physical Requirement: Must be in good physical condition to hike and perform arduous work that include heavy lifting, up to fifty (50) pounds, using tools, equipment, and carrying fencing, recycling or other materials for extended periods of time in inclement weather conditions.

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of various materials, hand tools and equipment.
2. Knowledge of procedures related to enforcement, reporting, etc. for rangers or officers.
3. Knowledge of USEPA regulations CFR and Tribal ordinances and/or codes.
4. Knowledge of OSHA, HAZWOPER, NIMS ICS, CWA, First Aid/CPR.
5. Ability to follow and implement a safe work environment and use Personal Protective Equipment (PPE).
6. Ability to walk/hike to and from worksite while carrying equipment and/or materials.
7. Ability to plan, organize and prepare required reports.

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**OTHER IMPORTANT INFORMATION:**

* Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
* All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
* Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
* INDIAN PREFERENCE: It is the goal of the San Carlos Apache Tribe to employ as many ***tribal members*** as possible in tribal positions. Therefore, all other qualifications being equal, ***tribal members*** will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
1. Enrolled member of the San Carlos Apache Tribe with Veteran’s Preference
2. Enrolled member of the San Carlos Apache Tribe
3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
4. Other Native American
5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to ***tribal members***. In furthering the Tribe’s efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

* VETERANS PREFERENCE AND INDIAN PREFERENCE: Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
* EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

 ***/s/Timecah Cosen January 30, 2023***

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|  | Human Resources Assistant |  | Date |  |