



Phone (360) 466-3163  
Fax (360) 466-5309

## Swinomish Indian Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476  
11404 Moorage Way  
LaConner, Washington 98257-0817

### JOB ANNOUNCEMENT AIR QUALITY SPECIALIST

**Starting Salary Range: \$45,000 - \$55,000/yr, DOQ.**

**CLOSES: OPEN UNTIL FILLED**

**GENERAL FUNCTION:** The Air Quality Specialist works under general supervision and is responsible for ensuring proper data collection and management, data analysis and reporting, project implementation, administration, and planning of air quality projects. The Specialist performs technical and skilled work and operates and maintains a variety of monitoring equipment in the completion of various air quality data collection and research projects. This is a full-time, permanent position based in the Swinomish Department of Environmental Protection, and is supervised by the Environmental Compliance Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The Air Quality Specialist manages the Swinomish Air Quality Program including: monitoring, data collection, and analysis of ambient air quality conditions and air toxics to ensure protection of Reservation air quality and the health and welfare of the Community and to address emission sources of concern on and off Reservation and in the surrounding airshed; provides technical air quality information and analyses to assist the Environmental Compliance Manager with regulatory and permitting issues and development of increased regulatory capacity of the Tribe to ensure air quality protection: Implementing the open burning program by managing permits, compliance and burn bans under the Swinomish Tribal Implementation Plan; and, Coordinate and/or conduct indoor air quality assessments in Tribal housing and buildings.

**OTHER DUTIES:** Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

**KNOWLEDGE IN:**

- Applicable federal regulations and programs under the Clean Air Act.
- Air Quality dispersion modeling.
- Ambient air quality and air toxics monitoring and reporting including equipment, techniques and procedures.

**SKILLS IN:**

- Demonstrate excellent oral and written communication skills.

- Experience using a computer, spreadsheet, database, air quality data collection programs, data entry, creating technical presentations, and scientific report writing;
- Scientific and analytical skills related to air quality monitoring and protection.
- Ability to follow detailed data collection and data quality assurance/quality control procedures;
- Supervisory experience of field technician or similar staff.

**MINIMUM REQUIREMENTS:**

A Master's degree or equivalent with emphasis and college coursework in Environmental Science, Engineering, physical, or natural science, or other discipline appropriate to the position, and 2 years' experience in air quality monitoring, regulatory compliance, and project implementation and management.

**SPECIAL REQUIREMENT:** Valid Driver's License.

**EMPLOYMENT CONDITIONS:**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

**APPLICATION INSTRUCTIONS**

- Return application form, cover letter, and resume to Alethia Edwards in the Personnel Office.
  - Complete the Swinomish Tribal Community application form; **do not write, "See resume" on the application; professional and/or scholastic references only.**
    - To Obtain an application form: Go to: <http://www.swinomish-nsn.gov/resources/human-resources.aspx>; or call: 360-466-1216; or e-mail [airedwards@swinomish.nsn.us](mailto:airedwards@swinomish.nsn.us)
  - Include a **resume & a cover letter** identifying why you feel you are qualified for this position.

**Swinomish Tribal Community  
Personnel Office  
11404 Moorage Way  
LaConner, WA. 98257**

Consistent with practices of federally recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent of the successful completion of a drug and alcohol screening (per job description) and criminal background investigation.

**ANNOUNCEMENT DATE: JANUARY 31, 2018**