

PENOBSCOT NATION
TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applicants for the following position:

OPENING DATE: June 15, 2022

CLOSING DATE: June 28, 2022

Air Quality Manager

JOB STATUS:

Air Quality Manager
Career Field: Program Staff D
Pay Range: \$22.22 - \$33.93 per hr.
Classification: Exempt, Full-time

LOCATION:

Penobscot Nation
NATURAL RESOURCES
27 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: High School diploma or equivalent required. Bachelor's degree in environmental science, industrial hygiene or closely related field required. However, an equivalent combination of education and experience that demonstrates ability and professional knowledge will be considered, including advanced knowledge of indoor air quality investigations, employee health and safety programs, environmental compliance issues and asbestos program management. Excellent interpersonal, verbal and written communications skills required. Self-direction, organization, motivation and attention to detail required. Computer proficiency required. Ability to travel required. Current State of Maine Driver's License required.

Minimum of three (3) years of related experience in the environmental field is required.

Indian Preference will be adhered to in accordance with Penobscot Nation Personnel Policies and Procedures.

-Applications are available at the Human Resources Office located at 27 Wabanaki Way, Indian Island, ME 04468. Applications are available via email request at Human.Resources@penobscotnation.org, or on line at www.penobscotnation.org or call 207-817-7312 to request applications be sent to you.

-Submit completed application on or before closing date to:

Attn: Penobscot Nation Human Resources
mailing: 12 Wabanaki Way, Indian Island, ME 04468
physical location: 27 Wabanaki Way, Indian Island, ME 04468

For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Air Quality Manager

Department: Department of Natural Resources

Reports To: Director of Natural Resources

Rate of Pay/Category: \$22.22 - \$33.93 / Program Staff D

Status/Term: Exempt, Full-time

JOB SUMMARY:

The Air Quality Manager assumes responsibility for the overall management and development of the Tribal Air Quality Program. The Air Quality Manager performs a wide variety of technical tasks related to air quality data analysis and air quality planning for the Penobscot Nation.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Gathers, identifies, organizes, evaluates and presents information and data on air pollution sources and emissions of concern to the Penobscot Nation.
- Prepares written reports and correspondence to communicate technical air quality issues to appropriate audiences.
- Maintains all air quality monitoring equipment.
- Coordinates, cooperates and communicates with other tribes, EPA, Maine, and local, regional, and national air quality organizations.
- Contributes to the completion of or completes reports to secure and satisfy funding source requirements where applicable.
- Coordinates with other Penobscot Nation departments (i.e. Health, Housing, DTR, Planning/Economic Development) as well as individual tribal members to conduct indoor air quality assessments.
- Implement a PurpleAir sensor loan program working with the EPA to better understand air quality and local sources of fine particulate matter (PM_{2.5}) pollution within the tribal community.
- Develops and disseminates air program information for public education and outreach.
- Provides technical assistance to numerous agencies and makes presentations to public groups and agencies.
- Provides for the completion of all reports on a timely basis as required for submission to the Tribal Chief and Tribal Council.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- Performs other related tasks, as requested.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

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LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, climb, pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed in both an indoor and outdoor setting; exposure to adverse weather conditions may occur.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request