

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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VACANCY ANNOUNCEMENT

POSITION: Environmental Specialist
PROGRAM: Environmental Protection Agency
DEPARTMENT: Administration
LOCATION: Administration Building, Concho, OK
ISSUE DATE: April 28, 2026

OPEN UNTIL FILLED

GENERAL DISCRPTION:

Incumbent will be under the direct supervision of the tribes EPA Program. The Environmental Specialist evaluates environmental conditions, ensures compliance with tribal, local, state, and federal regulations, and develops strategies to reduce environmental risks. This role involves fieldwork, data analysis, reporting, and collaboration with tribal programs and regulatory agencies. You must be able to attend training both in-state and out of state, hands-on training in the field and on various EPA projects. Require travel to project sites. Solid waste training and responsibilities for research, and field research will be required. Tracking field equipment and field maintenance. Must be able to work outdoors as needed in all seasons, exposure to outdoor conditions and occasionally hazardous materials. Must be able to drive ¾ ton work truck with a dump trailer as needed. Combination of office and fieldwork.

DUTIES:

- Incumbent will serve as the Environmental Specialist to the EPA Office.
- Initiates new environmental issues to document from tribal members and tribal programs.
- Help coordinate staff/departmental/outreach meetings.
- Participate as needed during employee events or meetings
- Keeps all environmental files in office and on EPA network.
- Scan, copy, and email documents.
- Solid waste responsibilities in field and for research and data inventory
- Attendance of all educational outreach activities for EPA related duties.
- Physically able to lift at least 50 lbs.
- Conducting or overseeing field work to collect data
- Monitoring changes to the environment
- Creating solutions to solve environmental problems
- Working with other Environmental offices and other environmental experts
- Writing monthly and quarterly reports
- Investigating concerns or complaints relating to environmental issues
- Conduct environmental assessments, site inspections, and audits
- Monitor air, water, and soil quality and analyze environmental data
- Ensure compliance with environmental regulations and permit requirements
- Prepare technical reports, environmental impact statements, and documentation
- Investigate environmental incidents and recommend corrective actions
- Develop and implement environmental management plans and sustainability initiatives
- Coordinate with regulatory agencies and maintain required permits

- Provide training and guidance to staff on environmental policies and best practices
- Stay updated on environmental laws and emerging sustainability trends
- Adhere to environmental grants budgets and workplans
- Follow tribes policies and procedures
- Any additional duties as assigned by the EPA Director.

QUALIFICATIONS:

- High school graduate or GED certified, with a minimum of two years' responsible general clerical and/or (2) years environmental experience; or, successful completion of a one (1) year accredited vocational technical school.
- Environmental Sciences, biology, or natural resources college classes taken considered for related experience.
- Must demonstrate computer skills, knowledge and ability, especially technical-related software.
- Writing and strict attention to detail and accuracy.
- Must be familiar with the Cheyenne and Arapaho service area
- Ability to relate to both Indian and Non-Indian communities
- Knowledge of environmental regulations (e.g., EPA standards)
- Strong analytical and problem-solving skills
- Experience with environmental monitoring and reporting tools
- Excellent written and verbal communication skills
- Ability to work both independently and in a team
- Oklahoma Driver's License required, Motor Vehicle Report (MVR) turned in and accepted by Cheyenne and Arapaho Tribes Fleet Management
- Abide by all policies and procedures of the Cheyenne and Arapaho Tribes
- Ability to attend online, in state and out of state training required.
- Well-mannered disposition, extreme patience, professionalism, and confidentiality a must.
- Cheyenne and Arapaho preference.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov