



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0051
TRIBAL ADMINISTRATION
NATURAL RESOURCES
DAMAGE ASSESSMENT SPECIALIST**

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|----------------------------|------------------------------|------------------------|-------------------|
| Position Title: | Damage Assessment Specialist | Pay Level: | D.O.E. |
| Position Open Date: | 07/25/2023 – Until Filled | Department: | Natural Resources |
| Position Status: | Full-Time | Classification: | Non-Exempt |
| Supervisor: | Natural Resources Director | Location: | Natural Resources |

POSITION SUMMARY:

Scientist to support the Pueblo of Jemez participation in the Los Alamos National Laboratory (LANL) natural resource damage assessment (NRDA).

The purpose of NRDA is to determine if the releases of hazardous substances have resulted in an impact to natural resources such as soils, sediments, surface water, groundwater, plants, or wildlife, quantify and natural resource injuries, and plan restoration of the injured natural resources, if warranted. The ultimate goal of NRDA is to restore natural resources to the conditions they would have been in but for the release of the hazardous contaminants.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Bachelor's degree in Biology, Natural Resources, Environmental Science, Ecology, Chemistry, Hydrology, Geology; AND/OR two (2) years of related experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR and First Aid Certification

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpueblo.org

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical office setting; stamina to remain seated for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 20 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone; agility to maneuver across uneven terrain.

Work is subject to performance under adverse environmental conditions.

ESSENTIAL FUNCTIONS:

- Attend and participate in monthly LANL NRDA and associated Pueblo specific meetings
- Review NRDA documents produced as part of the process and provide feedback and input
- Assist with the implementation of Pueblo assessment activities, including assisting with interviews or other data gathering activities
- Assist with database management and quality assurance/quality control activities
- Research and develop natural resource assessments, impact analyses, field and literature-based research, and restoration/monitoring planning, including recommending modifications to approaches or methodologies to achieve project objectives
- Evaluate data, design and implement quantitative analyses using a variety of scientific methods, work with the GIS Staff on NRDA needs for the Pueblo, interpret and communicate results, and write reports on findings
- Assist with fieldwork and outreach activities
- Assist with reviewing and commenting on environmental assessments, environmental impact statements, and proposed actions in regards to DOE-LANL activities
- Other Duties as assigned

REQUIRED KNOWLEDGE AND SKILLS:

- Towa language preferred, but not required
- Pueblo of Jemez history and culture
- Principles and practices of program and project management
- Computer hardware and software associated with duties
- Safe work methods and safety regulations pertaining to the work
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Researching various databases from data clearing houses or data management
- Conducting presentations, training sessions, and facilitating/leading committees where required
- Preparing various types of reports, contracts, memorandum and correspondence
- Contributing effectively to accomplish the mission, vision, goals and objectives of the Natural Resources Department
- Communicating effectively in oral and written forms

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

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Phone: (575) 834-6333
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E-mail: humanresources@jemezpueblo.org

To;
humanresources@jemezpueblo.org

Or;
Pueblo of Jemez – Attention Human Resources Department
PO BOX 100
Jemez Pueblo, New Mexico 87024

Or;
Visit the Pueblo of Jemez Website – Careers
www.Jemezpueblo.org