

## **Position Announcement**

# **Air Program Coordinator**

**Department:** Resource Management – Environmental  
**Location:** Resource Management  
**Reports To:** Environmental Program Manager  
**Pay Basis:** Non-Exempt (hourly)  
**Closing Date:** October 22, 2010

### **GENERAL SUMMARY:**

Serve as a full-time Air Quality Coordinator who will plan, develop and implement a Tribal Air Program on the Fond du Lac Reservation. Continue air monitoring program; investigate indoor air quality issues; conduct public outreach; establish and maintain relationships with other Tribes, States, and Federal Agencies.

### **JOB RESPONSIBILITIES:**

- Coordinate indoor and outdoor air program projects that affect Fond du Lac band members living on or off the Reservation.
- Participate in regional and local workgroups dealing with clean air issues.
- Develop plans specific to Fond du Lac that will reduce reservation air pollutants and protect reservation air quality.
- Assist FDL Air Technician with monitoring duties as needed.
- Compile and analyze data collected from existing monitors.
- Develop new monitoring sites as directed by environmental assessments.
- Participate in Federal policy decisions that affect the FDL Reservation.
- Write grants to supplement FDL air program needs.
- Develop/maintain air quality databases.
- Conduct educational outreach with FDL students and the community.
- Displays a responsive and professional manner in promptly responding to all requests, complaints, and problems.
- Recognizes that each employee is a representative of the Fond du Lac Band of Lake Superior Chippewa and is responsible for demonstrating courtesy, respect, and sensitivity to the needs of all others, including visitors and co-workers.
- Represents the Fond du Lac Band of Lake Superior Chippewa and the department in a positive and professional manner in the community.
- Required to maintain proper attendance including reporting to work on time in accordance with applicable policies.
- Maintains a clean and organized work area.
- Due to changes and modifications in the job from time to time, employees are required to be flexible and assume other responsibilities assigned by management as deemed necessary.

**JOB QUALIFICATIONS:**

- Bachelor's degree from an accredited four-year college or university in life science, physical science, or environmental science; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Knowledge of word processing, spreadsheets, and data base development is required.
- Ability to meet deadlines as demonstrated by the timely completion of reports, plans and other types of work is required.
- Ability to communicate effectively orally and in writing is required.
- Ability to work independently and establish priorities is required.
- Attention to detail and accuracy is required.
- Ability to establish professional and harmonious working relationships on all projects and with all parties involved.
- Subject to drug and alcohol testing in accordance with the Fond du Lac Reservation's Personnel Policies.
- Subject to pre-employment and annual background checks.
- Some travel is required.

**PHYSICAL REQUIREMENTS:**

- Walking, standing, bending, stooping, climbing, pushing and pulling are required.
- Subject to inside and outside environmental conditions, including work in adverse weather.

**NATIVE AMERICAN PREFERENCE****PLEASE INCLUDE WITH APPLICATION YOUR CREDENTIALS AND RESUME****Apply to:**

Fond du Lac Human Resources  
1720 Big Lake Road  
Cloquet, MN 55720  
(218) 878-2653