



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Technician

DEPARTMENT: Administrative & Office Staff

LOCATION: Senior Nutrition Building – Tribal Complex

REPORTS TO: WDEP Director

JOB SUMMARY:

Technician will assist the Director in completion of the GAP grant’s objectives and deliverables. Assists the Wichita Department of Environmental Programs (WDEP) in all activities and events. In addition, work is performed in the field as well as in the office. This is a Part-Time position.

CORE DUTIES AND RESPONSIBILITIES:

1. Assist Department Director with the completion of environmental grant deliverables.
2. Performs general clerical functions (copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations for the Director.
3. Participates in meetings, provides resources/information, and meets researchers/staff at designated agencies in order to complete deliverables.
4. Keeps the Director updated on a regular basis concerning grant objectives and deliverables, and new information related to environmental issues within the jurisdiction of the Wichita and Affiliated Tribes.
5. Assist Department Director with the identification of environmental tasks and responsibilities throughout the jurisdictional areas of the Wichita and Affiliated Tribes.
6. Produce appropriate brochures, newsletters, and educational material as required.
7. Work together with other Tribes, Schools, Local, State and Federal Government Agencies for special events such as “Trash-Off Day”, “Use Less Stuff Day”, and “Earth Day.”

8. Works with staff in the development of maps utilizing GPS and GIS computer equipment that detail air quality conditions and air resources within the jurisdictional area.
9. Responsible for the collection and disposal activities associated with Tribal Recycling Program.
10. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Possess a High School Diploma or GED.
2. Prefer previous experience in a Tribal Environmental Program or related Environmental Program.
3. Prefer knowledge of pertinent laws, policies, procedures and regulations in accordance to US EPA. Have the ability to research and become knowledgeable of Federal/State environmental laws, policies, and regulations applicable to the program.
4. Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding grant/contract, program, and personnel matters.
5. Be computer literate and able to operate software for letter processing and spreadsheets.
6. Prefer knowledge of the types and uses of GPS equipment and GIS software.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment, but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate to occasionally loud.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. The employee must frequently lift, carry, and move more than 25 pounds.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Indian Preference applies.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.