



Position Announcement

The following job opportunity is available with the Inter Tribal Council of Arizona, Inc. located at 2214 North Central Avenue, Phoenix, AZ 85004

Open as of: July 1, 2026

Closing Date: Open until filled

CERTIFICATION SPECIALIST TRIBAL WATER SYSTEMS DEPARTMENT

Annual Salary: \$45K-\$47K (DOE)

Duties and Responsibilities: This list is not all inclusive of the duties and responsibilities and/or skills, knowledge, and abilities of this position.

- Coordinate and facilitate individual water and wastewater systems training and certification examination events;
- Process applications for new Tribal certification and renewal of existing Tribal certification;
- Event planning to include: securing venue, scheduling speakers/trainer, advertise event, preparing training timeline, agenda, and registration;
- Provides professional and skilled assistance to the Training Manager in the planning, development and implementation of certification programs and projects that serve various Tribes;
- Arranges, prepares for, and facilitates individual training and examination events that are necessary for the certification of Tribal water and wastewater utility personnel;
- Must reside in the Metropolitan Phoenix area, AZ.

Knowledge and Abilities:

- Required to be skillful and knowledgeable in arranging and facilitate classes taught by Contractors, and other training sessions, as assigned.
- Ability to effectively manage multiple tasks, is flexible with projects, and meets deadlines.
- Proficient use of Microsoft Word, Excel, PowerPoint, and Access.
- Must have excellent written and oral communication skills, including public speaking, report writing, teaching and facilitation skills.
- Must travel extensively, for up to six (6) days in a week.

Education Requirements and Experience:

- BS degree in Environmental Science, Environmental Health or related field plus 1 year of exp or HS diploma plus 5yrs of exp, or a combination of education and experience that is equivalent.
- Valid driver's license and submit to a background check.

Benefits:

- Medical, Vision, and Dental Insurance
- Short/Long Term Disability and Basic Life Insurance
- Retirement Benefits Contribution
- Paid Continuing Education Opportunities
- Paid Holidays (13) plus Paid Leave

Relocation expenses not available.

To obtain an application, visit our website: www.itcaonline.com

Inter Tribal Council of Arizona, Inc. is An Equal Opportunity Employer and A Drug-Free Workplace

Ak-Chin Indian Community
Cocopah Indian Tribe
Colorado River Indian Tribes
Fort McDowell Yavapai Nation
Fort Mojave Indian Tribe
Gila River Indian Community
Havasupai Tribe
Hopi Tribe
Hualapai Tribe
Kaibab Band of Paiute Indians
Pascua Yaqui Tribe
Pueblo of Zuni
Quechan Tribe
Salt River Pima-Maricopa Indian Community
San Carlos Apache Tribe
San Juan Southern Paiute Tribe
Tohono O'odham Nation
Tonto Apache Tribe
White Mountain Apache Tribe
Yavapai-Apache Nation
Yavapai-Prescott Indian Tribe