

NORTHERN CHEYENNE TRIBE
DEPARTMENT OF ENVIRONMENTAL PROTECTION AND NATURAL
RESOURCES
POSITION DESCRIPTION
Job Re-Advertisement
2017 #2

POSITION: Environmental Compliance Administrator

DEPARTMENT: Department of Environmental Protection and Natural Resources (DEPNR)

ACCOUNTABLE TO: DEPNR Director

CLASSIFICATION: Permanent Full-Time

SALARY: \$42,000.00-\$48,000.00 Depending on Experience/Education

OPENING DATE: October 04, 2017 **CLOSING DATE:** October 20, 2017

HOW TO APPLY: Submit a completed application, Resume, three (3) letters of recommendation, Valid Driver's License copy, current driving record from the Montana State Driver's License Bureau, diploma or college transcripts, training certificates, DD-214 Military Service Record (if claiming veteran's preference), a Certificate of Indian Blood or Tribal Identification Copy (if claiming Tribal Preference) to the Human Resources Office, P.O. Box 128, Lame Deer, MT 59043.

IF YOU HAVE PREVIOUSLY APPLIED FOR THIS POSITION AND WOULD LIKE YOUR APPLICATION RESUBMITTED, PLEASE COME DOWN TO THE H.R. OFFICE AND RESUBMIT AN UPDATED TRIBAL APPLICATION, THANK YOU.

SUMMARY OF WORK:

Performs professional program management towards the development and implementation of the Brownfields Program. Pursuant to 40CFR 128(a) Comprehensive Emergency Response Compensatory Liability Act (CERCLA), tribes must: Establish a public record, develop a timely survey and inventory of Brownfield sites, develop oversight and enforcement programs, and develop and implement public participation procedures. Collect physical, chemical, and biological data. Conducts environmental studies to determine if the quality of the environment has been negatively impacted by human activities. Takes steps to rectify environmental impacts through the development and implementation of regulations to protect the environment. Develop and revise essential management plans, codes, standards, and ordinances, which relate to environmental protection. Responsible for creating partnerships with other tribal entities to further produce successful economic redevelopment of aesthetics of Tribe. Protects communities by enforcement of tribal regulations regarding environmental quality.

JOB CHARACTERISTICS

Nature of Work, Job Environment, & Hazards: This position performs duties in the field and in the office, including training and attendance of workshops as schedule permits. Some work outside of normal working hours may be required. Position requires working outdoors in all weather conditions, exposing employee to all types of weather conditions. Position requires working in various types of terrain, including steep slopes, wetlands, and flowing water. There is potential to visit work sites that may contain hazardous substances/contaminants. There is a possibility of dealing with physical and verbal confrontations with members of the public. This position requires frequent use of motor vehicles. Due to the nature of work, job environment, and hazards entailed in this job, there can be a possibility of accidents, and various medical emergencies.

Personal Contacts: Contacts include the general public, tribal employees, tribal environmental personnel from across the country; U.S. EPA staff from operation, regional, and headquarters level; federal employees including BIA, USFWS, BOR, BLM, HIS, COE, USGS; state government employees, elected officials, local elected officials, and employees including county and city governments; staff from environmental organizations, school personnel, school students, and contractors to the Environmental Protection Department.

Supervision Received: Supervision in performance of duties will be provided by the DEP NR Director. Workplan deliverables, negotiated with the Federal funding sources, guide the activities of the Environmental Compliance Administrator.

Supervision Exercised: Incumbent will have immediate or direct supervisory responsibility over the Environmental Compliance Technician.

Essential Functions: Performs duties that require the ability to direct staff, write detailed reports and proposals, coordinate program activities, provide technical assistance, communicate effectively, calculate, and make decisions.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

1. Develops and implements the Brownfields, Underground Storage, and Leaking Underground Storage Programs. Ensures documentation requirements are met including Quality Assurance / Quality Control approval, Standard Operating Procedures, and assessment documentation.
2. Designs and plans monitoring and abatement plans for Brownfield sites in compliance with Federal EPA Brownfield statutory language.
3. Prepares grant proposals and workplans for continuation of funding.

4. Drafting and directing the implementation of regulations.
5. Assist and make recommendations to the tribal administration on issues affecting the Northern Cheyenne Tribe.
6. Participate in U.S. Environmental Protection Agency Tribal and Regional Operations Committee (TOC/ROC) functions.

JOB REQUIREMENTS:

Knowledge: First, this position requires knowledge of applicable federal, state, local and tribal regulations related to the environment and/or the protection of the environment. In addition, knowledge of Quality Assurance/Quality Control Protocols and Standard Operating Procedures are required. Second, requires knowledge of budgeting requirements for both tribal and federal programs regarding allowable costs and expenditures; Includes projections and workplan development for one to three year projects using guidance applicable for the Brownfields program. Third, requires knowledge of tribal, state, and federal procedures for regulation approval, cooperative agreement processes, and other administrative procedures for program development. Fourth, requires knowledge of the tribe's personnel policies and procedures for the supervision of tribal employees. Fifth, must have knowledge of GPS (Geographic Information System) and operation.

Skills: This position requires skills in coordination of activities, implementation of procedures, and program management. Additionally, computer skills and literacy are required.

Abilities: This position requires technical writing skills, for the development of program documents, workplans, proposals, and regulations. Must have the ability to organize, survey, and develop programs, proposals, workplans, and regulations. Must have the ability to effectively communicate orally and in writing. Must be able to lift heavy items up to 50 lbs.

JOB PERFORMANCE STANDARDS

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Performs assigned duties.
- Performs quality management of projects.
- Effectively coordinates assigned projects.
- Prepares and submits accurate and timely reports, workplans, and proposals.
- Has met annual workplan and grant requirements.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with co-workers, supervisors,

and the public.

- Adheres to standards of safety.
- Adheres to standards of confidentiality.

EDUCATION AND EXPERIENCE REQUIREMENTS & DOCUMENTATION:

1. A Bachelor's of Science Degree from an accredited college or university with major coursework in natural resources, environmental science, business administration or management, or related science field. Must provide copy of credentials.

OR

2. A combination of education, experience, and training: At least FIVE years of specialized experience that demonstrates understanding of grants development, management, program administration (in natural resources, environmental protection, or business management), college-level education, and training that provided professional program knowledge. Research internships may count toward work experience and must be documented on resume. Must provide a copy of your college transcripts and training certificates.

ADDITIONAL KEY REQUIREMENTS:

1. Must sign waiver for pre-employment drug testing and pass urinalysis screening.
2. This position requires use of program vehicles and equipment. Must possess a valid driver's license and be insurable under the Tribe's Insurance Policy. Must provide a copy of driver's license and driving record.
3. Must sign a disclosure statement and agree to a background check. Selection and retention in this position is contingent on a successfully adjudicated criminal history check and background investigation.

ADDITIONAL WEIGHING FACTORS:

1. Indian Preference will be given to qualified enrolled members of a federally-recognized tribe, with priority consideration to members of the Northern Cheyenne Tribe. Must provide a copy of your Certificate of Indian Blood or tribal identification.
2. Veterans Preference will be given to applicants discharged or released from active duty in the Armed Forces under honorable conditions (i.e., honorable or general discharge) are eligible for veterans' preference. Must provide DD-214 Military Service Record.

