

**NORTHERN CHEYENNE TRIBE  
ENVIRONMENTAL PROTECTION DEPARTMENT**

**JOB ADVERTISEMENT**

**POSITION:** Brownfield Program Technician  
**DEPARTMENT:** Environmental Protection Department  
**ACCOUNTABLE TO:** Brownfield Coordinator  
**CLASSIFICATION:** Permanent- 1 year  
**SALARY:** \$41, 600.00 DOE

**OPENING DATE:** November 10, 2022                      **CLOSING DATE:** November 30, 2022

**HOW TO APPLY:** Submit a NCT Application for Employment, Resume, Valid Driver's License, current Driving Record from the State of Montana Motor Vehicle Division within 30 days of advertisement, 2 letters of recommendation, Associate Degree, college transcripts, training certificates (if applicable), DD-214 Military Service Record (if claiming veteran's preference), and/or a Certificate of Indian Blood or Tribal Identification Copy (if claiming preference.)

**SUMMARY OF WORK:**

Must be able to work independently and capable of carrying out duties in the operation of the Northern Cheyenne Environmental Protection Department in the areas of the Brownfields properties clean-up, abatement of containments, and Day Labor work program. This position has been federally funded for 1 year.

Assist in the selection of contaminated properties, document property information, assist in clean-up plans, clean-up reporting, site visits, working closely with hired consultants in the clean-up and abatement of selected properties. Assist in the implementation of public participation. Assist in the collection of physical, chemical, and biological data. Assist contractors and staff in environmental studies to determine if the quality of the environment clean-up utilizing program matrix is achieved. Assist in the development of a comprehensive assessment of contaminated properties, generate scientifically accurate data for the purpose of identifying brownfield contaminations, within the Northern Cheyenne Reservation.

**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. Incumbent

will attend water quality training in Brownfield identification and assessments, solid waste and non-point source pollution training as required by the department. This position performs technical duties associated with the implementation of the Brownfields and Non-Point Source Programs within the Environmental Protection Department. 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, 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 Brownfield Coordinator.

**Essential Functions:** Performs duties that require the ability to assist in supervision as directed by organizational flow chart, write detailed reports and assist in the development of grants, assist in the coordination of program activities, provide technical assistance, communicate effectively, calculate, and make decisions.

#### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

1. Ensures documentation requirements are met including Quality Assurance / Quality Control approval, Standard Operating Procedures, and assessment documentation.
2. Assists in the design and plans of monitoring and abatement plans for identified containment properties.
3. Implement Brownfield monitoring and assessment program.
4. Gather information to develop management strategies in the Brownfield program goals.
5. Assist in the development of management plan/strategies to identify, assessment, cleanup of identified brownfield sites.
6. Evaluate the ecological effectiveness of restoration projects and compensatory mitigation sites on the Reservation.

7. Assist in the identification/monitoring of Open dump sites

**JOB REQUIREMENTS:**

**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, work plans, and regulations. Must have the ability to effectively communicate orally and in writing. Must be able to lift heavy items up to 50 lbs.

**EDUCATION, EXPERIENCE, TECHNICAL REQUIREMENTS:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience:

- A Bachelor of Science Degree in a field related to the Environmental Sciences, Natural Resources or Business Administration/Management is preferred.
- Must have an equivalent combination of education and experience as defined as having an Associate's degree with transcripts, a minimum of 1-year experience in the field of environmental science or a related field. This equivalent must entail experience related specifically to program management.
- Must possess a valid Montana Driver's License and must be insurable, under the Tribe's Insurance Policy.
- Must pass a urine analysis screening.