ENVIRONMENTAL MANAGER
Position Description

Opens: May 1, 2017
Closes: May 19, 2017

Department: Natural Resources
Job Code: E-15
             Mid: $63,877.41 ($30.71)
             Max: $76,652.89 ($36.852)
Hours/week: 40
Type of Position: Full-Time

Reports to (title): Natural Resources Director
Job Location: Bois Forte Tribal Government
              Nett Lake, MN
Supervises: Environmental Health Specialist,
            Environmental Technician, Residential
            Waste Coordinator, Solid Waste
            Technician
Classification: Exempt
Effective Date: 01/01/2017
Revised Date: 01/03/2017

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Environmental Services Manager is responsible for the overall direction, supervision, and management of environmental services and regulatory programs for the Bois Forte RTC. Includes planning and administration of EPA grant programs; supervision and management of environmental services facilities, equipment and staff; and coordination of environmental regulatory compliance in the areas of underground storage tanks, air pollution, drinking water protection, NEPA, health and safety, hazardous materials, lead based paint, indoor air quality, and waste management.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Serves as a primary Tribal staff contact on all environmental matters between Bois Forte RTC and the U.S. EPA and other agencies.
2. Develops and implements a strategic plan to maintain and/or expand capacity to deliver effective and efficient environmental program services to Bois Forte.
3. Works cooperatively with water quality and water and sanitation staff in collection and analyzing data concerning solid waste, water quality, air quality, drinking water, hazardous materials and underground storage tanks.
4. Develops plans to manage, control or mitigate environmental problems and sources of pollution to minimize risks to public health and the environment.

5. Directs the establishment, implementation, and communication of goals, objectives, policies and procedures in accordance with strategic plan and applicable laws, regulations, ordinances and regulatory agencies.

6. Directs the establishment and implementation of Environmental quality standards in accordance with the strategic plan, applicable laws, and regulatory agencies.

7. Provides assistance and information to the Bois Forte RTC and Commissioners to allow for sound environmental decision making and regulatory compliance.

8. Develops environmental grant proposals to the U.S. EPA and other agencies and administers project and grant budgets.

9. Develops and implements environmental programs and Tribal codes and ordinances in the areas of underground storage tanks, air pollution, water pollution, drinking water protection, NEPA, health and safety, hazardous materials, lead based paint, indoor air quality and waste management.

10. Provides technical assistance, upon request, to the Bois Forte Utility Advisory Committee regarding the management and administration of the water and sanitation department.

11. Provides technical assistance, upon request, with the design and construction of water, sewer, and solid waste infrastructure projects for the Bois Forte Reservation.

12. Ensures compliance with applicable Federal and Tribal regulations for water, sewer, and solid waste facilities (NPDES permitting, SDWA monitoring, RCRA compliance etc.).

13. Manages and supervises environmental services staff and/or contractors performing environmental-related work for the RTC.

14. Develops and maintains cooperative working relationships with Federal, State, and local agencies; coordinates meetings and correspondence between the RTC and such agencies, and maintains adequate files and reports of environmental programs, projects and compliance issues.

15. Coordinates the preparation of environmental assessments and environmental reviews in compliance with NEPA.

16. Performs other job related duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

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<th>Experience:</th>
<th>Five to seven years of relevant experience, to include three years of supervisory experience, with proven project management and financial administration skills</th>
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<tr>
<td>Education:</td>
<td>Bachelor of Science degree in Environmental Science, Natural Resources, Ecology, Geology, Policy and Planning or Engineering/Design</td>
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<td>License/Certification:</td>
<td>Must possess a valid state driver’s license, and be insurable on the RTC automobile policy.</td>
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<td>HazMat certification.</td>
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<td>Mandatory Knowledge, Skills, Abilities and Other Qualifications:</td>
<td>Knowledge and experience with environmental regulatory programs and acquire or carry all necessary credentials for program management.</td>
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<td>Experience working with Federal, State, and local agencies and knowledge of program reporting requirements, as well as regulatory agencies.</td>
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<td>Ability to interpret applicable Federal, State, County and local laws, regulations, requirements, ordinances, and legislation.</td>
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<td>Knowledge of the principles of environmental concepts, methodologies, and applicability to determine and evaluate necessary corrective or other modified action to specific issues or situations with environmental concerns.</td>
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<td>Knowledge of Bois Forte’s lands and water resources.</td>
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<td>Knowledge of research methodologies and data analysis.</td>
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Position Description

- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to make solid decisions and exercise independent judgment. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Knowledge and experience working with tribal governments and tribal culture is recommended.
- Must have excellent grant writing, written, and verbal communication skills.
- Ability to work well with other professionals and members of the community.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Master’s degree in Environmental Science, Natural Resources, Policy and Planning or Engineering/Design.

WORK ENVIRONMENT

Work environment: Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Outdoor conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.
TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:
All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation:
This position may be subject to a criminal history background check, a suitability background check and/or a fair credit reporting act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening:
All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN’S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.