



Walker River Paiute Tribe

Human Resources Department

Official Job Announcement

Job Title:	Environmental Manager	Supervisor:	Tribal Administrator
Department:	Environmental	Class Code	507
Salary Range:	\$21.89 -24.13	Pay Grade:	11
FSLA Status:	Exempt	Type:	Full-time
Opening Date:	December 3, 2024	Closing Date:	January 6, 2025

DEFINITION: The GAP Manager will be responsible for prioritizing current environmental conditions and develop an EPA Tribal Environmental Plan (ETEP). Will perform specific objectives and work plan activities outlined by the Environmental Protection Agency approved work plan which also includes work under Superfund and Brownfields programs.

DUTIES AND RESPONSIBILITIES:

Will be responsible for the planning and implementation of specific work plans to meet Tribal environmental goals, including budget control and contract compliance.

Will be responsible for research and ensure compliance with GAP administrative requirements, assess compliance with requirements, and documentation of findings.

Will be responsible for timely submittal of required quarterly progress reports to the EPA and jointly evaluate grant accomplishments with the agency.

Will be responsible for monitoring and financial management of solid waste transfer station to ensure compliance with EPA regulations.

Will be responsible for attending training sessions, meetings and becoming involved in local, regional and national environmental coalitions. Will coordinate meetings, as necessary, with the National Tribal Environmental Council, Nevada Environmental Coalition, etc.

Will be responsible for oversight and to plan for the proper actions to address the many issues at mine sites on or near the Reservation that is or potentially can affect the Reservation. Collection data that will assist in completing the Tribe's Environmental Management Plan that will lead to the completion of plan's implementation.

Will be responsible for the continued oversight of previously developed plans for proper actions to address the many issues related to the transportation of high-level nuclear waste and the present transportation of elemental mercury through the Reservation and other associated Environmental programs, projects and issues.

Will be responsible to review, monitor and update the nuclear waste emergency plan. Will update training and keep informed of nuclear waste issues that may affect the Tribe.

Will be responsible to conduct an environmental inventory of the reservation to identify all potential pollution sources, (i.e., a visual assessment, compiling all existing data from sources (tribal, federal, state, local) to assess.

DUTIES AND RESPONSIBILITIES:

Environmental conditions, taking on-time sampling measurements of waters, soil, etc. to provide data on baseline conditions).

Develop positive relations with other regulatory, governmental and granting agencies and other Tribal environmental department.

Keeps abreast of current trends and information in the field of environmental regulations.

Conducts environmental research, data collection, testing and assessments.

Prepares and reviews environmental reports required by EPA.

Represents the Walker River Paiute Tribe at local, regional, and national environmental meetings, groups and organizations.

Develops specific program education and outreach materials for environmental issues.

Responsible for seeking sources for additional funds for future environmental projects and writing grants.

Maintains Grant files and monitors grant budget.

Will be responsible for the framework, preparation and presentation of environmental issues to the local tribal government and members.

Responsible for submitting for the GAP, Superfund, and Brownfields Grants on an annual basis.

Responsible for keeping separate timecards and activity sheets for each grant charged. have knowledge and experience of Grants.gov and GAP Online.

Will complete other work as needed.

KNOWLEDGE, SKILLS & ABILITIES:

Ability to work with minimal supervision and have knowledge of Tribal governments, roles and responsibilities.

Ability to exercise mature judgment, confidentiality, and responsible decision-making in accordance with established policies and procedures of the Walker River Paiute Tribe.

Ability to demonstrate excellent organizational, verbal and written communication skills.

Have initiative to complete goals and objectives of contract.

Ability to work with minimal supervision and have knowledge of Tribal governments, roles and responsibilities.

Ability to exercise mature judgment, confidentiality, and responsible decision-making in accordance with established policies and procedures of the Walker River Paiute Tribe.

KNOWLEDGE, SKILLS & ABILITIES cont.:

Ability to demonstrate excellent organizational, verbal and written communication skills.

Computer literate with experience in word processing (Microsoft Word, Excel, etc.)

Have initiative to complete goals and objectives of contract.

Working knowledge of the basic environmental and scientific principles of air, water, soil and their role in an ecosystem. Familiar with Federal Codes of Regulation (CFR) in air, water, solid waste and hazmat.

REQUIRED EDUCATION AND EXPERIENCE:

High school graduate or GED equivalent.

Must possess a Bachelor's degree from an accredited college or university in environmental science, hydrology, earth science, life science or other related fields of study and two (2) years of demonstrated experience in an environmental related field,

Must have a valid Nevada Driver's License and able to be covered under the Tribe's insurance.

Must successfully pass a background check.

Must submit a pre-employment & alcohol test.

To Apply: Obtain an employment application from the Human Resources Department located at the Tribal Administration Building, 1022 Hospital Rd., Schurz, NV 89427. Call Human Resources at 775-773-2306 x2315 for such application. You can e-mail application with supporting documents to: lhawley@wrpt.org or tero@wrpt.org

If Hired: Must submit to and pass a pre-employment drug test and any random drug testing as required by the WRPT Personnel and Drug-Free Workplace Policies, with satisfactory results.

Indian Preference and TERO: *Preference in filling vacancies is given to qualified Indians in accordance with the Indian Preference Act, Title 25, U.S. Code, Section 472-473 and the Walker River Paiute Tribe Tribal Employment Rights Ordinance WR-01-01, as amended.*

<u>JOB ANNOUNCEMENT OFFICIALLY APPROVED</u>	
Tribal Chairman: <i>Andrea Martinez</i>	Date: 12/3/2024
Human Resources: <i>Lesley Hawley</i>	Date: 12/03/2024