Tribal Council Headquarters’

ENVIRONMENTAL DIRECTOR

**Posting Date: Monday, October 24, 2022, Closing Date: Open Until Filled**

**Reports to: Tribal Administrator Department: Environmental**

**Pay Rate: DOE Exemption: Hourly**

**Hours: 40 Hours Week Status: Full Time**

**Job Summary**

The Mesa Grande Band of Mission Indians is seeking candidates for the position of Environmental Director for its Environmental Protection Office. The position involves the planning, development, and implementation of environmental programs for the protection of Tribal air, water, and land resources and public health.

Duties include water quality and quantity monitoring, conducting Tribal recycling and composting programs, record-keeping and report writing, supervising the Environmental Trainee, inter-agency communication, conducting public outreach events, attending training seminars, coordinating contracted work, and program development. The position requires some physical labor and travel.

Program objectives include the assessment of environmental conditions on Tribal lands, development of control measures to minimize or prevent pollution, development of a comprehensive Tribal environmental plan for water resources management, wellhead protection, non-point source pollution control, solid waste management, air quality management, emergency response, climate adaptation, restoration of land and water resources, and public education and outreach.

Preferred qualifications include a background in the environmental sciences, computer literacy, experience with environmental monitoring equipment, and excellent communication skills. The applicant’s willingness to learn and be trained will also be considered. A valid California Driver license is required. Tribal members will be given preference when considering applications.

**Duties / Responsibilities**

1. Budget – Maintain the yearly budget to ensure expenditures are allocated to projects and activities per the established budget plan.
2. Update forecasting and ensure looking ahead are accurate and updated based on actuals for their department
3. Personnel – Ensure workloads and projects are assigned and tracked to established milestones and deadlines
4. Planning – establish plans for projects, improvement opportunities, capital projects, etc.
5. Reporting – Report department progress, issues, opportunities, and required SF425’s to EPA for annual compliance

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1. Develop, implement, and maintain the policies and procedures for the Environmental Department of the MGBOMI
2. Manage and provide performance guidance and leadership to assigned staff.
3. Remain current in latest environmental planning subject matter, practices, regulations, and techniques
4. Collaborate with professionals from a variety of disciplines to provide “trusted advisor” service and future ready solutions for Mesa Grande members
5. Exercise responsible and ethical decision-making regarding company funds, resources, and conduct, and adhere to Mesa Grande’s Code of Conduct and related policies and procedures.
6. Travel may be required
7. Provide monthly reports on all grants and contracts to supervisor
8. Stay on top of funding opportunities and keep applying for new funding
9. Perform additional responsibilities as required

**Education**

* Bachelor’s Degree in Environmental Resource Management, Environmental Sciences, Public Health Administration, Water Management, or a degree related to Environmental Sciences or work experience equivalent.

**Experience**

* Two (2) years of technical experience related to environmental science, health science, natural resources, or experience in management of a federal environmental contracted program

**Physical Demands**

* The duties of this job require standing, walking, siting, bending, twisting, turning, repetitive motions. The employee may at times be required to lift and move up to 50 lbs.

**Tribal Indian Preference**

Indian Preference as defined in Section 7(b) of the Indian Self-Determination Act (25 U.S.C.450 e{b}will apply in the determination of hiring.