

PALA BAND OF MISSION INDIANS

HUMAN RESOURCES PMB#50 35008 Pala Temecula Rd. PALA, CA 92059

JOB DESCRIPTION

Title: Environmental Director
Department/Division: EPA Department
Salary: Negotiable, DOE
Status: Regular Full-time
Supervisor: Tribal Chairperson
Subordinates: EPA Staff & Transfer Station Supervisor

POSITION SUMMARY:

Under general supervision of the Tribal Chairperson, provides day-to-day supervision of a component program unit under the Environmental Protection Agency (EPA) program. Will carry out work assignments of moderate difficulty; supports various assigned environmental programs engaged in safeguarding the Pala Band Mission of Indians environment; inspects industrial, commercial, agricultural, and government operations for compliance with prescribed environmental regulations and codes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises and coordinates a program unit within the Environmental Protection Agency program; assures program unit is in compliance with established environmental objectives.
- Responsible for Reservation-wide water quality programs and projects, modeling data and process, water and wastewater system location and mapping, system operation and maintenance.
- Supervise field survey of residential, commercial, industrial, schools, tribal facilities and other identified facilities regarding water quality sampling and testing.
- Supervise process for water quality testing, in PEPA lab, and help to achieve certification for sampling process.
- Assesses, reviews and investigates alleged environmental violations and complaints initiates joint investigation with respective law enforcement agencies; develops, assigns and recommends solutions and enforcements actions; assigns staff to monitor activities to assure compliance with prescribed penalty imposed by the respective agency or courts; applies extensive scientific knowledge of the environmental science; notifies appropriate local, state or federal agencies as circumstance and requirements dictate.
- Conducts policy related research pertaining to the mission of assigned program unit; reviews and interprets technical environmental reports, laws and regulations and makes recommendations; assists in preparation of technical information and testimony associated with environmental findings and research; enforces federal and Pala Band of Mission Indians environmental laws and regulations; interfaces with various government agencies engaged in similar enforcement actions and/or objectives.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, CERTIFICATIONS AND ABILITIES:

- Knowledge of applicable Pala Band of Mission Indians, state and federal statutes, rules, regulations, policies and other directive pertaining to the environmental protection field.

- Skills in grant writing and management skills.
- Ability to manage and keep in compliance multiple grants from different federal and/or state agencies.
- Knowledge of basic managerial principles, administration, and supervisory skills to sufficiently manage a small program unit.
- Knowledge of the principles and techniques of field investigations and research.
- Skill in evaluating and assessing compliance with complex environmental statutes, rules, regulations, policies, procedures and other directives.
- Skill in conducting and undertaking scientific field investigations and research.
- Skill in operating a office computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective and cooperative working relationships with others in a varied economic, educational and cultural background.
- Capability to travel overnight for extended periods of time for mandatory training in various locations throughout the western U.S.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in the Physical Sciences, Biology, Chemistry or a closely related field; and four years of progressively responsible experience overseeing, managing and/or administering environmental programs and/or projects; or equivalent combination of education, training and experience which provides the capabilities to perform the described duties.
- Must have a valid California Driver's License. Also, an attached printout from the Department of Motor Vehicle is needed to pass a security background check.
- Must acknowledge and agree to maintain a Drug-Free workplace as a condition of employment with the Pala Band of Mission Indians. **Must pass pre-employment and random drug testing during employment. A background check will be required.**
- Indian preference will apply. The Pala Band of Mission Indians will give hiring preference to fully qualified applicants that are Pala Tribal Members. Pala Band of Mission Indians is an equal opportunity employer.

OTHER REQUIREMENTS:

All employees are expected to follow the Tribal Personnel Policies and Procedures of the Pala Band of Mission Indians and must adhere to any additional applicable addendum's.

HOW TO APPLY

PLEASE SUBMIT A RESUME AND/OR APPLICATION TO:

Pala Band of Mission Indians
 Human Resources Department-Attn: Lisa Rios
 PMB#50, 35008 Pala Temecula Road
 Pala, CA 92059
 Email: hr@palatribe.com

CLOSING DATE: OPEN UNTIL FILLED

Posted: 8/25/10