

**Little Traverse Bay Bands of Odawa Indians**  
**REPOSTED JOB POSTING**

<b>Job Title:</b>	<b>Environmental Response Specialist</b>
<b>Department:</b>	<b>Natural Resource Department</b>
<b>Reports To:</b>	Environmental Services Manager
<b>Status:</b>	Non-Exempt
<b>Starting Range:</b>	<b>\$15.13 to \$20.47 per hour / (\$31,475-\$42,584) annual</b>
<b>Level:</b>	<b>4</b>
<b>Terms:</b>	Grant funded position: Section 128(a) CERCLA. Expires 12/31/16 renewed biannually
<b>Open:</b>	<b>September 7, 2016</b>
<b>Close:</b>	<b>September 21, 2016</b>

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**SUMMARY**

The Environmental Response Specialist will implement the Section 128(a) Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) grant for the Tribe. The Specialist will be charged with addressing environmental contamination affecting LTBB and lands located within the 1855 LTBB treaty delineated reservation area. The position is grant funded; the grant is renewable biannually.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but other duties may be assigned:

- Complete and annually update inventory of potentially contaminated sites within the 1855 LTBB treaty delineated area.
- Review current LTBB policies and develop ordinances, regulation, policies, and procedures related to environmental response.
- Provide community education/outreach regarding environmental response activities through the LTBB public meetings, LTBB newsletter, presentations, website and other relevant venues.
- Provide and coordinate compliance assistance for Underground Storage Tanks on LTBB properties.
- Assist with development of Environmental Assessments for LTBB properties and development activities.
- Develop and implement a LTBB Tribal Environmental Response Plan in coordination with other LTBB Departments and plans.
- Coordinates Brownfield redevelopment projects and cleanup activities on Tribal Lands.
- Assist in the coordination and implementation of the Emergency Planning and Community Right to Know Act for LTBB.
- Review and comment on documents and actions associated with environmental contamination that affects or may affect Tribal public health and/or natural resources.
- Participate in workshops/trainings relevant to environmental response and contamination.
- Serve as a representative for the Tribe in environmental response and contamination matters.
- Maintain all data and databases associated with environmental response and contamination data.
- Provide public access to environmental response documents.
- Maintain communication and coordinate with relevant staff from LTBB, other tribes, federal, state, and local agencies.
- Stay abreast of the current issues regarding environmental response and contamination.

- Participate in relevant air, solid waste, and water quality trainings and meetings.
- Maintain knowledge of LTBB policies and views regarding environmental protection.
- Maintain knowledge of EPA policies, criteria, etc. regarding environmental protection.

### **SUPERVISORY RESPONSIBILITIES**

The Environmental Response Specialist is responsible for supervising other personnel assisting with environmental response related work.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

**Must possess a valid driver's license with a good driving record, reliable transportation, and be insurable.**

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand, walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds (data collection equipment on land and off a boat/canoe). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions during all four seasons. The noise level in the work environment is usually moderate. Minimum travel percentage: 0-20%.

### **EDUCATION and/or EXPERIENCE**

Bachelor Degree in Environmental Management, Environmental Sciences, Environmental Policy, Resource Management, Planning, Geology, or related field Experience with brownfield identification and restoration, EPA grants, and/or environmental response regulations and activities preferred. Experience writing technical reports and memos, conveying disseminated information to managers and directors, reviewing NEPA documents, composing emergency response plans, and familiarity with Geographical Information Systems (GIS) highly desirable.

Must possess experience with data analysis and experience with Microsoft Office programs: Access, Excel, Outlook, Publisher, PowerPoint and Word. Must be self-motivated, trustworthy, and dependable. Must possess excellent oral and written communication skills. **Must be detail-oriented.**

### **OTHER**

Native American Preference will apply.