

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez Tribal Chairperson	Mickey Gemmill Jr. Tribal Vice Chairman	Tracy Eleck Tribal Secretary	Brandy McDaniels Tribal Treasurer	Lawrence Cantrell Sergeant-At-Arms	Jolee George Recording Secretary
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The Pit River Tribe is a Tribe comprised of eleven (11) autonomous bands that since time immemorial have resided in the area known as the 100-mile square, located in parts of Shasta, Siskiyou, Modoc, and Lassen Counties in the State of California. The Tribe has a Government Tribal Administration, Casino, KWAHN Economic Development, Pit River Health Services 501C3 and a Housing organization.

Position Description

Position Title: Solid Waste Coordinator
Department: Solid Waste
Reports To: Tribal Administrator
Status: Exempt/Full-Time
Pay: \$18.00-\$25.00 DOE

BENEFITS: Eligible to receive, upon satisfactory completion of the Trial Employment Period (90-days), the current array of health and welfare benefits including: medical, dental, and vision insurance, short/long term disability, life and accidental death, dismemberment insurance, and supplemental life insurance. Additional benefits include: company paid holidays, personal leave, accrued vacation, paid jury duty, paid bereavement leave, and employee discounts.

SUMMARY: Under Supervision of the Tribal Administrator and Environmental Coordinator, the Solid Waste Coordinator is responsible for planning, developing and implementing the Tribe's Solid Waste Management Program. The position involves developing a Feasibility Study to assess waste generation and disposal needs, including site investigations and gathering community input, as well as researching alternative methods for disposal. A Solid Waste Management Plan, based on the study, will include codes, regulations and enforcement procedures, to be developed with legal assistance, community outreach will entail education, form partnerships with local agencies, EPA and B.I.A. The SW Coordinator must supervise a crew of laborers and model the best safety standards of which the crew must adhere to and keep up to date training to mitigate any injuries or infection risks when working with the machinery or waste.

RESPONSIBILITIES:

- Develop a Feasibility Study for Managing solid Waste on Pit River Tribal Lands, which will include preliminary community input, assessing Waste generation and disposal needs, site investigations, evaluation of dump closures, and examination of alternative methods for Solid Waste disposal including establishing a transfer station, recycling and composting;
- Develop a long-term Integrated Solid Waste Management Plan based on the Feasibility study and community input;

- Develop Codes, Regulation and Enforcement Procedures with legal assistance;
- Conduct community outreach, education and training;
- Research Tribal, State, and Federal funding sources for long-term implantation of the Integrated Solid Waste Management Plan, including the closure of open dumpsites and the establishment of alternative means of Solid Waste disposal
- Ensure compliance with grants and contracts obtained
- Meet with the Finance Department to ensure compliance with grants and budget
- Responsible for scheduling waste pick-ups, dumpster drop offs and dump runs
- Responsible for creating crew schedules
- Oversee a Crew of up to 3 laborers
- Purchasing, storing, keeping inventory and maintenance of all supplies and equipment
- Must be able to operate the truck and trailer
- Train crew on procedures and practices of the department
- Plan community involvement events
- Research and identify environmental standards and new regulations, policies and programs for solid waste management;
- Oversee the implementation of the Sustainable Materials Recovery Program and related efforts to reduce and recycle solid waste
- Responsible for facilities maintenance, upgrades and improvements
- Responsible for assuring the safety and security of persons and assets
- Responsible for working collaboratively with the Human Resources Director in recruiting, hiring, training, supervising and discharging employees
- Responsible for developing and maintaining cooperative working relationships with the Tribe, Tribal, Federal and State agencies, agents and employees

QUALIFICATIONS:

- Must be 18 years of age
- Bachelor's Degree in Safety Engineering, Safety Management, Environmental Science, Industrial Hygiene or other closely related degree; 3-5 years of experience in an industrial manufacturing setting preferred. Extensive experience may be supplemented for degree requirements.
- Proficiency in MS Office, Word, Excel and Outlook.
- Strong interpersonal skills with the ability to motivate employees and influence management.
- Strong oral and written skills to communicate effectively with Tribal Council, vendors, customers and co-workers
- Ability to understand and apply federal laws, regulations, policies, procedures, and program standards in the environmental assessment and planning process and in accomplishing the goals of the program.
- Demonstrated ability to research, analyze, and summarize data using a variety of computer models and technical software applications; possess a high level of technical competence in computer use.
- Able to prepare clear, concise, and complete technical documents, reports, correspondence and other written materials and provide those documents to the Tribal Council and Tribal Administrator.
- Ability to make persuasive presentation of ideas and technical recommendations.

- Skill and experience in supervision of professional and technical staff and in functioning as a member of a technical workgroup or in a multi-disciplinary team environment.
- Able to exercise sound independent judgment within established guidelines and protocol.
- Ability to manage multiple projects in a fast-paced environment.
- Must be able to work with all departments effectively.
- Strong problem-solving capability; math and analytical abilities a plus.
- Ability to travel as needed
- Must be able to work extended hours and weekends if requested.
- Ability to move/lift 50 lbs., at various times over a 12-hour shift, basic math and reading skills
- Must possess a valid California Driver's license
- Must be insurable by the Tribe's insurance
- Must be willing to travel on the remote areas within the Pit River Tribal Territory

Note: This position requires an awareness and deep appreciation of Indian traditions, customs, and socioeconomic need. It requires the ability, at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretions, resourcefulness, and good judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color religion, sex, age, national origin, marital status, or ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability. Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Questions Contact: Please send application, resume, cover letter and certifications to:

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Position Posted: 07/31/2019
Posting End date: 08/31/2019