

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



Human Resources Dept.
Toll-Free: 1-877-279-9097
Phone: 1(530)335-5421 ext. 1210
Fax: 1(530)335-3140

Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez Tribal Chairperson	Russell Eleck Tribal Vice Chairman	Raqueal Puim Recording Secretary	Jolee George Tribal Secretary	Brandy McDaniels Tribal Treasurer	Gary Wilson Jr. Sgt.-At-Arms
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Title: Project Manager Feasibility Study

Classification: Non- Exempt/Full time Temporary

Hourly Wage: \$25.00

Reports To: Tribal Administrator

Introduction: The Project Manager provides technical support and management for the feasibility study and schematic design activities for biomass, including the establishment of project scope, budget, and schedule and working through all phases of project development. S/he reviews project submittals, conducts technical analysis on project and program data, and assists with the generation of internal and external communications and/or presentations. The location of various projects will be within the Tribe's 100-mile square area. This program is a Grant-Funded Project and will run through March 31, 2022.

Position Summary: The Pit River Tribe will hire a consultant to examine the feasibility of solar and biomass production and storage for the Pit River Tribe. "100-mile square", this area traditionally inhabited by the ancestors of current tribal members and stretches across the counties of Shasta, Lassen, Siskiyou, and Modoc counties in northeastern California. This project supports the Pit River Tribe beginning a process to achieve autonomy from reliance on the power grid.

Essential Duties and Responsibilities: Because of the Tribe's commitment to community service and its members' well-being, each employee may be expected to perform a wide range of office duties. Such duties may or may not be related to their responsibilities;

- Study the Energy Potential within the 100-Mile Square
- Set up meetings with leadership, membership, state, and federal departments.
- Collaborate with other departments and programs to maximize the utilization of all resources
- Work closely with the Finance Department, primarily Grants and Contracts Specialists consistently to ensure compliance
- Prepare and Present Monthly Reports to Tribal Council
- Responsible for several aspects of projects, including assessment, development, and implementation plus community outreach and engagement
- Manage Consulting Contracts
- Conduct on-site investigations and analyze data (maps, reports, tests, drawings, etc.).
- Carry out technical and feasibility studies and draw up blueprints that satisfy technical specifications.

- Provide advice and resolve creatively any emerging problems/deficiencies. Oversee and mentor staff and liaise with a variety of stakeholders.
- Monitor progress and compile reports on project status.
- Assist in the management of the budget.
- Purchase equipment/materials.
- Comply with guidelines and regulations, including permits, safety, etc., and deliver technical files and other technical documentation as required.

Qualifications:

- BA/BS in a related field preferred
- Project Management Professional Certification Preferred
- Three to 3-5 years of work experience in conducting feasibility studies and/or Development Project Management.
- Must have a firm understanding of standard concepts, practices, and procedures.
- Proven proficiency in Microsoft Office software applications, including Excel, Word, PowerPoint, and Outlook, is required.
- Must have the ability to effectively manage multiple tasks involving complex and varying technical problems with a forward-thinking mindset.
- Strong verbal and written communication skills are required.
- Experience with data analysis utilizing complex spreadsheets.
- Demonstrated ability to gather, analyze, and present complex technical information in a clear, concise, and understandable manner.
- Must have the essential ability to work both independently and as part of a team.
- Must be willing to travel to project sites, participate in trainings, and meetings.
- Experience working with federal, state, county, or local governments preferred.

Job Requirements: Must be team-oriented, establish, and maintain effective working relations with Tribal officials, employees, and the general public. Must successfully pass a background check before hiring.

Note: This position requires awareness **and** deep appreciation of Indian traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in contact with Indian people and organizations. This position requires tact, courtesy, confidentiality, discretions, resourcefulness, and sound 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, 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).

Acknowledgment: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and this 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 conditions of the employee's job, is intended to create a contract of employment of any type.