

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	Ida Riggins Tribal Vice Chairman	Russell Eleck Recording Secretary	Jolie George Tribal Secretary	Brandy McDaniels Tribal Treasure	Andrew Mike Sgt-At-Arms
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Position Description

Position Title: Solid Waste Coordinator
Department: Solid Waste
Reports To: Tribal Administrator
Status: Exempt/Full-Time
Pay: \$53,000- \$57,000 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, supplemental life insurance, and employee assistance program. Additional benefits include: company paid holidays, personal leave, accrued vacation, paid jury duty, paid bereavement leave, and employee discounts.

INTRODUCTION: 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.

SUMMARY: Under the direction of the Pit River Tribal Administrator, the Solid Waste Coordinator must oversee the Solid Waste Department and ensure compliance with Federal, Tribal, OSHA, FEMA, and other regulations. 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:

- Finding, writing and obtaining grants and funding
- 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 team work schedules
- Oversee sanitation team subordinates
- Purchasing, storing, keeping inventory and maintenance of all supplies and equipment
- Must be able to operate Hi-capacity towing truck and trailer
- Train team on procedures and practices of the department
- Plan community involvement events, and newsletters regarding Solid Waste management

- Submission of waste pick up billing and mileage reports to finance
- Research and identify environmental standards and new regulations, policies and programs for solid waste management; Reporting to Tribal Administrator
- Be aware of tribal/ state ordinances and regulations regarding hazardous materials
- Oversee the implementation of the Sustainable Materials Recovery Program and related efforts to reduce and recycle solid waste
- Responsible for Solid Waste facilities maintenance, upgrades and improvements
- Responsible for assuring the safety and security of personnel and assets
- Responsible for working collaboratively with the Human Resources Director and Tribal Administrator in recruiting, hiring, training, supervising and discharging of 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 or other 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
- 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.
- 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
- 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 (Title25, 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 resume, cover letter and certifications to:

Human Resources Department

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HR@pitrivertribe.org

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