

**FORT BELKNAP INDIAN COMMUNITY
FORT BELKNAP AGENCY
HARLEM, MONTANA 59526**

POSITION DESCRIPTION

TITLE: Brownfields Tribal Response Program Coordinator **STATUS:** Permanent Full-Time

DEPARTMENT: Environmental Protection Department **SALARY:** \$17.50 Per Hour
(Salary will increase to \$18.00/hour after successful completion of 90-Day Probationary Period)

PROGRAM: Brownfields Tribal Response Program

This is a permanent position dependent upon annual renewed funding. This position is funded through a Grant from the U.S. Environmental Protection Agency. The office is located at Fort Belknap Agency, Montana.

SUPERVISION RECEIVED: Works under the supervision and general direction of the Fort Belknap Indian Community's Environmental Manager.

SUPERVISION EXERCISED: Will provide supervision and guidance to two Brownfields Tribal Response Program staff - Environmental Technician and Environmental Compliance Officer.

GENERAL DESCRIPTION OF DUTIES: The Brownfields Tribal Response Program (TRP) Coordinator is a professional level position responsible for serving as the technical environmental coordinator for the Fort Belknap Indian Community's Brownfields Tribal Response Program. This will require, but not be limited to the following duties:

1. Provide technical and scientific support to the Fort Belknap Indian Community Council (FBICC), Environmental Manager, and Fort Belknap Indian Community (FBIC).
2. Serve as FBIC's main point of contact for the Brownfields Tribal Response Program and specifically on Brownfields Tribal Response activities conducted on the Fort Belknap Indian Reservation.
3. Establish, implement, and manage a successful Brownfields Tribal Response Program on the Fort Belknap Indian Reservation. Ensure the response program includes, or is taking reasonable steps to include, the four elements of a response program identified in CERCLA Section 128(a)(2), which are: (1) Timely survey and inventory of Brownfields sites in the state or in the tribal land; (2) Oversight and enforcement authorities or other mechanisms and resources; (3) Mechanisms and resources to provide meaningful opportunities for public participation; and (4) Mechanisms for approval of a cleanup plan and verification and certification that cleanup is complete; and establish/maintain a Public Record System.
4. Conduct environmental awareness/educational outreach, public/community meetings, and community involvement activities.

5. Identify stakeholders, and initiate and develop partnerships with these entities. Coordinate activities between the FBIC, U.S. Environmental Protection Agency (EPA), Environmental Protection Department, Tribal Programs, consultants/contractors, community partners, and other identified stakeholders.
6. Attend Brownfields activities and/or technical meetings, and provide written and oral reports to the FBICC and Environmental Manager regarding these meetings.
7. Review and respond to correspondence, technical documents, and plans involving the Brownfields TRP program.
8. Complete and submit required reports to EPA and FBIC as described in the Brownfields Tribal Response Program Cooperative Agreement, grant guidance documents, and EPA requirements. Complete and submit required FBIC reports mandated by the FBICC, Chief Administrative Officer (CAO), and Environmental Manager. (Monthly, Quarterly, Semi-Annual, Annual, and/or other reports as requested)
9. Ensure that a timely survey and inventory of Brownfields sites are completed on the Fort Belknap Indian Reservation; review and update inventory annually, as necessary.
10. Develop and implement a process to ensure FBIC Brownfields sites are documented and made readily available to the public through a Public Record. Upon completion of a response action, the BTRP Coordinator will be responsible for identifying in the Public Record whether or not the site will be suitable for unrestricted use. If not, the Public Record will identify “institutional controls” relied upon as the solution to protect the land, Brownfields sites, land use practices, and historical and cultural integrity of the site.
11. Ensure the Public Record is kept up-to-date on an annual basis. Post updated Public Record in the Environmental Protection Department’s Aaniiih Nakoda *Circle Speaker* environmental newsletter on an annual basis.
12. Make the Public Record available to the FBICC, Fort Belknap Bureau of Indian Affairs (BIA) Superintendent and Realty Department, Regional BIA Director and Realty Department/Office, Tribal District Offices, Tribal Land Department, Environmental Protection Department, and Aaniiih Nakoda College (ANC) Library, via letter/memorandum, with the Public Record attached or enclosed.
13. Ensure Brownfields site data is entered on the EPA and Kansas State University databases and other FBIC/EPA databases, as required. Environmental Site Assessment/Targeted Brownfields Assessment (ESA/TBA) data will be entered onto EPA’s Assessment Cleanup and Redevelopment Exchange System (ACRES) database. Other brownfields data will be entered on KSU’s Technical Assistance to Brownfields (TAB) database.
14. Access KSU’s Technical Assistance to Brownfields (TAB) Program to request technical assistance in the performance of Brownfields activities and meet work plan objectives.
15. Encourage public participation and provide mechanisms for the public to be informed. Ensure the community has available access to public information by posting notices, disseminating information through local radio stations and newspapers and other available media, and maintain a file at the Environmental Protection Department.

16. Assist Environmental Compliance Officer and Environmental Technician in research and identification of mechanisms and resources that would be adequate to ensure the necessary response activities are completed, if the person conducting the response activities fails to complete the activity, including operation, maintenance, and long-term monitoring activities.
17. Assist Environmental Manager and FBIC legal counsel in researching and determining types of enforcement mechanisms and resources to be developed. Provide assistance to Environmental Manager and FBIC legal counsel to ensure that a response action will protect public health and the environment, and will be conducted in accordance with all appropriate laws and regulations.
18. Assist in the development of codes/ordinances and the development of guidance documents as needed/requested.
19. Develop and/or update Community Involvement Plan/Cleanup Plan, and coordinate with all stakeholders during the cleanup process. Coordinator will work on cleanup activities under the recommendation of the Environmental Manager, CAO or FBICC.
20. Assist Environmental Manager and FBIC legal counsel in writing Request for Proposals (RFPs) or bid documents for Site Specific Activities of the Brownfields Tribal Response Program. Assist FBIC evaluation committee in ranking RFP/bid proposals, and developing Ranking Criteria Results summary of consultant Proposals for review and selection by FBIC Natural Resource Committee and FBICC.
21. Ensure Contractor(s) submits a Quality Assurance Project Plan, Sampling Analysis Plan, and Cleanup Plan for review and approval by EPA and FBIC Environmental Protection Department before work commences.
22. Oversee/Accompany Consultant/Contractor when conducting Site Specific Activities (Environmental Site Assessments “ESAs” or Targeted Brownfields Assessments “TBAs”) and document work performed. Assist them with these activities, if requested by Consultant/Contractor, and approved by Environmental Manager and CAO.
23. Collaborate with EPA, FBICC, Environmental Manager, Tribal staff, legal counsel, and technical consultants to ensure that the best environmental assessments/cleanups have been carried out to meet the overall environmental protection needs of the FBIC.
24. Comply with Administrative and Programmatic Conditions of Brownfields Tribal Response Program Cooperative Agreement between EPA and the FBIC. Ensure that Programmatic Terms and Conditions listed in CERCLA Section 128(a) State and Tribal Response Program are closely followed.
25. Ensure that Cooperative Agreement Programmatic Terms and Conditions Item III. Site-Specific Assessment and Cleanup Activities are consistent with CERCLA Section 128(a)(2)(C)(iii) and to the extent authorized by the scope of work for the current Cooperative Agreement. (Current Cooperative Agreement on file in the Environmental Protection Department.)
26. Work closely with the Tribal Procurement Officer to: (1) ensure compliance with the procurement requirements of the EPA financial assistance regulations, 40 CFR Part 29, 31, and 35 (if applicable), OMB Super Circular, and any terms and conditions set forth in the current Cooperative Agreement; and (2) ensure that in accordance with the applicable FY 1999 or 2000 or newer “fair share” goals negotiated with EPA (or latest negotiated goals) are followed in accordance with EPA’s Program for

- Utilization of Small, Minority and Women’s Business Enterprises in procurement under assistance programs.
27. Other duties relevant to this position, as may be assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Incumbent must possess and demonstrate experience in leadership and management skills;
2. Incumbent must possess and demonstrate experience in coordination and planning skills;
3. Incumbent must possess and demonstrate experience in conducting meetings, workshops, seminars, and educational outreach sessions;
4. Incumbent must have the ability to write technical reports, grant proposals, and prepare budgets and possess experience working with Federal budgets;
5. Incumbent must possess experience in supervision of staff;
6. Incumbent must possess the knowledge, skill, and ability to operate computers, various software programs, and office equipment;
7. Incumbent must possess the ability to work and communicate effectively with other professionals, co-workers, and the public;
8. Incumbent must possess the ability to make frequent technical decisions requiring independent judgment; and

EDUCATION/EXPERIENCE:

Bachelor of Science Degree (BS) in a scientific discipline is **required**, and **must possess 1-year work experience** in program/grant management, **plus 1-year general work experience**.

****EXCEPTION: If applicant is currently pursuing a BS degree in scientific discipline, they may meet this qualification, if they possess the required experience. Applicant must explicitly state they are pursuing a BS degree in a scientific discipline, with experience described below.***

- 3 years college education, and **must possess 1-year work experience** in program/grant management, **plus 1-1/2 years general work experience**.
- 2 years college education (no degree), and **must possess 1-year work experience** in program/grant management, **plus 2-1/2 years general work experience**.

OR

Associate of Science Degree (AS) in a scientific discipline is **required**, and incumbent **must possess 1-year work experience** in program/grant management, **plus 2-years general work experience**. **Applicant must explicitly state they are pursuing a BS degree in a scientific discipline.**

WORKING RELATIONSHIPS:

The Brownfields TRP Coordinator serves as an expert for brownfields assessment and management activities for the Gros Ventre and Assiniboine Tribes of the Fort Belknap Indian Community. The incumbent coordinates and collaborates with Environmental Manager, Administrative Assistant, Water Quality Coordinator, Nonpoint Source Coordinator, Environmental Compliance Officer, Environmental Technician, and other Environmental Protection Department staff on projects and activities. The TRP Coordinator advises the Environmental Manager, CAO, and FBICC on the Brownfields Tribal Response Program activities on a regular basis. The Brownfields TRP Coordinator will routinely work with Tribal staff, other agency employees, and the public.

WORKING CONDITIONS:

The Brownfields TRP Coordinator works approximately 80% of the time in an office setting and approximately 20% of the time in the field. Normal physical effort is required including sitting, walking, stooping, lifting, bending, reaching, and climbing stairs in office buildings. Field work may be performed in all types of weather conditions and usually in remote locations. Field work routinely requires walking, hiking, climbing obstacles and rough terrain, lifting and packing 30+ pounds of equipment, and possibly driving vehicles off established roads. The Brownfields TRP Coordinator should be prepared to adapt his/her work schedule to work in these conditions to accomplish goals and objectives of the program, and to work with the public, as required.

SPECIAL REQUIREMENTS: Incumbent must have knowledge and understanding of tribal governments and experience in working with Native American People. Incumbent must be sensitive and responsive to tribal culture and beliefs.

OTHER REQUIREMENTS: Incumbent must possess a Valid State of Montana Driver's License and be able to pass a physical examination. Incumbent must be willing to travel to meetings, conferences, and trainings in-state and out-of-state. Incumbent must be willing/able to travel after regular office hours and/or on weekends, and work after regular office hours.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.