Sisseton-Wahpeton Oyate

Job Description

Job Title: Brownfields Coordinator (BF)

Reports to: Office of Environmental Protection (OEP) Program Director

FLSA Status: Non-Exempt

OEP Mission Statement:
“The mission of the Sisseton Wahpeton Oyate, Office of Environmental Protection, is to protect, preserve and enhance the environment for the health and safety of the people of the Lake Traverse Reservation. By capacity building and the development and implementation of environmental policies and regulations, we strengthen the sovereignty of our nation.”

Summary:

The Office of Environmental Protection (OEP) seeks a long-term, sustainable, qualified, and motivated Brownfields Coordinator. This is a full-time position, an office/field position encompassing outdoor activities and grant management duties. A brownfield (BF) is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Cleaning up and reinvesting in these properties protects the environment, reduces blight, and takes development pressures off greenspaces and working lands. The Brownfields Coordinator will survey the landmass of the Lake Traverse Reservation and identify any site that qualifies as a Brownfield site. The coordinator has the primary oversight responsibility of coordinating all activities of those identified Brownfields project sites.

Obligations & Responsibilities:

The coordinator needs to perform a wide range of critical functions necessary to the grant development process and site registry. Responsibilities include:

- The BF Coordinator assessing target sites,

- Develops project plans, objectives, policies, work plans, and priorities with input from field staff.

- The incumbent shall supervise all project employees with the level of authority to recommend the hiring and termination of those employees.

- Establishing and maintaining a Public Record of Brownfields assessments and cleanup.

- Surveying and inventorying the Reservation for Brownfield's database.
- Develop a Brownfields Cleanup Plan, process, and verification/certification procedures to ensure complete cleanups.

- Review of RFPs, selecting and developing Agreements with contracts/consultants, and overseeing the contractor’s work.

- Will review QAPPS/SAPs, cleanup plans, draft, final reports, and verification/certification procedures following cleanups.

- Manage the EPA Brownfields Tribal Response grant and other related grants.

- Work with SWO Tribal Finance Office/Budget Specialist on BF account to acquire financial accuracy.

- Ability to seek funding from local, state, and federal agencies to prolong current and future brownfield sites.

- Will conduct research; prepare budgets; write and edit components of grant proposals requiring advanced job skills.

- The job requires well-developed written and verbal communication skills to exchange technical and complex information.

- The job involves managing multiple priorities, planning, and meeting established deadlines.

- The applicant will be responsible for submitting quarterly and annual reports.

- Will be responsible for educational outreach to tribal members and families.

- Will have the ability to have supervisory skills and application screening.

- Will attend various conferences and training about Brownfields and the OEP (cross-training.)

- Must be willing to travel as necessary for meetings, conferences, or training about the position.

**Qualification Requirements:**

- The applicant must be flexible and team-oriented with good communication, organizational, analytical, documentation, and time management skills.

- Applicants must be passionate about safeguarding the SWO’s environment and ecosystems.

- Applicants must work both on their own and/or as a group, maintaining positive and professional working relationships with co-workers.
• Applicant must work outdoors or at construction, sites under variable weather conditions and be accountable for equipment and tools used as part of projects.

• Applicant must be able to lift 50+ lbs.

• The applicant is required to pass a criminal background check. This position requires the handling of Grant Funds and the engagement of community members.

• Associate of Arts in the sciences or Native American history, equivalent college credits, and/or other science/native history-related fields are required.

• OEP recommends (2) Years or more of supervisory work experience, water resource, or land management experience. (2) Years or more of related experience, preferably in the area of grants and contract development/management.

• Applicant must have proficiency with Microsoft Office. Examples are Outlook, Microsoft Teams, Word, Excel, PowerPoint, etc.

• Must have a reliable automobile with a State and Tribal driver’s license with a good driving record.

• Must be able to travel to training locations in EPA’s Region 8 mountain states (Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming.)

• Tribal and Veterans preference will be applied to qualified candidates.

**Salary:** Annual Wages + Annual Cola