

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Environmental Division Manager**

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**EXEMPT:** Yes

**TARGET SALARY:** \$24.16 to 28.42/DOQ

**PROGRAM:** Fisheries Management

**REPORTS TO:** Fisheries Director

**JOB CODE:** 2-M-T4

**SHIFT:** 8am-5pm M-F

**LOCATION:** Bldg. 150

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**SUMMARY:** The primary responsibilities of this position are to oversee Environmental programs and 1) provide guidance to tribal staff on resource management issues that may affect the Tribe's treaty reserved rights to a sustainable fisheries and 2) provide guidance to the Makah Tribal government and community on sustainable development practices on the Makah Reservation. Develop and write grants to support managed Environmental divisions program administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Assist in the coordination of environmental related projects or programs within various tribal departments and regularly review and engage the EPA Tribal Environmental Plan (ETEP); ensure input, participation, and cooperation from various departmental, community and economic development interests.

Work closely with other tribal staff to develop and maintain tribal environmental regulations and agreements both on and off the reservation. This will include the review of development projects on the reservation and the provision of guidance to the tribal community on sustainable development practices.

Assure all assigned tribal employees obtain and maintain such licenses and certificates required to effectively deliver services and or qualify for funding from non-tribal sources; assure terms of grant agreements and contracts are adhered to; when grants and contracts are in conflict with Makah Tribal Council policy and or resolutions, recommend appropriate action to the Makah Tribal Council and follow up on their decisions as directed.

Manage the Environmental Health program funding, Makah Transfer Station funding, EPA BEACH grant, EPA Superfund Warmhouse Beach Dump funding and the US Environmental Protection Agency Performance Partnership program.

Assess tribal plans for environmental impacts and feasibility; prepare grant applications, contracts, and other documents for project development and implementation.

Prepare monthly, quarterly, annual narrative and financial reports as required by the program's funding and Makah Council.

Prepare and present reports to various tribal committees and the General Manager on environmental matters.

Continue to develop upon and improve the implementation with the Olympic Coast National Marine Sanctuary, oil spill response management, NEPA process and Makah Tribal Environmental Priorities List.

Represent tribal environmental interests on a wide variety of issues including serving on local, state, and national committees for environmental issues. Serves as environmental representative to the community and engage in public relations activities aimed towards community outreach and education concerning tribal environmental issues, problems and choices.

Responsible for the oversight of the Makah Environmental Health program.

Responsible for the oversight of the Solid Waste Collection Transfer Station.

Responsible for the oversight of the Makah Superfund WBD closure project.

Responsible for the oversight of the DOD NELMP program and projects.

Responsibilities and oversight for the EPA §106 & 319 Water Quality programs and EPA §105 Air Quality program.

## **QUALIFICATION REQUIREMENTS:**

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises up to 6 employees in the Environmental Division. Carries out supervisory responsibilities in accordance with the Makah Tribal Council's Policies and Procedures and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS:**

### **EDUCATION and/or EXPERIENCE**

Bachelor's of Science degree from a four-year College or University preferred; or

High School diploma or G.E.D and 6 years environmental (project) experience

Minimum of two years of supervisory experience

Must have proven experience in grant/contract research, writing, negotiating and implementation, monitoring and reporting.

Must have proven successful budget development and administrative experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts relative to calculating figures, amounts, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions into practical situations.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram format and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Washington State Driver's license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

## **OTHER QUALIFICATIONS**

### **OTHER SKILLS AND ABILITIES**

Must have excellent oral and written communication skills.

Must have the ability to develop programs as a team and meet deadlines.

Computer experience is required. Must have ability to work with programs such as Microsoft Word, Excel, Powerpoint, and email. Additional software program experience is preferred.

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Ability to listen, observe and record a variety of information.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful and effective manner, contributing to a positive work environment.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.

Must have skills in negotiating sensitive issues with federal, state, and other organizations.

Knowledge of federal and state environmental laws.

Knowledge of tribal ordinances and codes is preferred.

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is occasionally required to stand walk, and sit. The employee must occasionally lift and or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is occasionally exposed to wet and or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

**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 sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in the 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.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council  
Human Resources

**OPEN: October 8, 2019**  
**CLOSE: October 21, 2019**

P.O. Box 115  
**71 Makah Bay Drive**  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: katherine.thompson@makah.com

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.