

Redwood Valley Little River Band of Pomo Indians

POSITION DESCRIPTION

JOB TITLE: Environmental Assistant/ Solid Waste Assistant

REPORTS TO: EPA Director

SUPERVISES: None

SALARY RANGE: \$20 per hour

POSITION: Full-time 40 hours per week

Position Summary:

This position assists the Environmental Director and other Tribal Programs with activities such as environmental surveys, assessments and monitoring, grant writing, program reports and presentations to the Tribal Council and Tribal Community. This position implements the Solid Waste Management portion of the PPG including recycling, hazardous and solid waste programs for the Tribe. Inventories dump sites on the Reservation, determines waste priorities, and conducts cleanups. This position also acts as the Transportation Planner to maintain compliance with the Transportation Plan and to assist in developing additional funding sources. This position will be 25% outdoor work, 65% office work related to maintaining the ISWMP and other PPG environmental program work plan objectives, and 10% for maintaining the TTP and other Transportation related tasks.

Major Duties and Responsibilities

1. Work with the EPA Director to implement the Solid Waste Management objectives and to provide education and information to the Community.
2. Assist in establishing goals, updating needs and setting priorities for the Environmental and Transportation programs
3. Coordinate community cleanups and schedule dumpsters.
4. Build and operate a small collection station, purchase recycling & safety equipment, separate and haul materials.
5. Collect and properly dispose of/recycle small quantities of materials that cannot go into the regular waste stream. This will include motor oil & filters, computers, televisions, antifreeze, batteries, scrap metal & autos, and small quantities of hazardous waste.
6. Maintain the IRR Inventory, the TTP, and collect and evaluate data on roads conditions and transportation needs necessary to update the TTP.
7. Assure that RVR projects for implementation are consistent with the approved

TTP, PPG and other grant/contract requirements.

8. Prepare grant applications for funding to enhance Environmental and Transportation programs.
9. Maintain EPA files and records, source material and correspondence in an organized system.
10. Maintain Transportation files and records, source material and correspondence in an organized system.
11. Prepare and submit reports to Tribal Council and to funding agencies as appropriate.
12. Conduct environmental testing & monitoring: Assist with surveys of forest, creeks and springs, and other natural resources.
13. Assist with other job duties as assigned

Preferred Knowledge and Skills

1. Computer skills and working knowledge of MS Office program software including but not limited to Excel and Word.
2. Strong communication skills; grant and report writing experience.
3. Knowledge and understanding of transportation and solid waste planning.
4. Knowledge of environmental issues, impacts and mitigation techniques.
5. Strong organizational skills required. Must be dependable, self-motivated and able to work with minimum supervision.
6. Willingness to learn complex software programs such as arc/GIS and other mapping and data collection tools.

Minimum Requirements:

1. Must be a High School graduate, have a GED or any equivalent combination of experience and training with the required knowledge and skills.
2. Must be able to work outside and do some manual labor.
3. Must have a valid California driver's license and good driving record - must be insurable (at least 25 years of age to be on Tribal vehicle insurance).

INDIAN PREFERENCE: Preference in filling vacancies will be given to qualified Native American applicants in accordance with the Indian Preference Act (fide 25, U.S. Code)