

UTE INDIAN TRIBE

POSITION: Environmental Coordinator

Description of Work

General Statement of Duties:

This is a full-time position within the Natural Resources Department of the Ute Indian Tribe. The position will develop, implement and administrate EPA Gap program and coordinate with air, land and water environmental protection programs for the Uintah and Ouray Reservation.

The Environmental Coordinator must be a self starter who is able to set and achieve personal and program work goals. This person will provide oversight for the Tribe's environmental programs including, but not limited to, general assistance, existing environmental programs and new environmental programs. The Coordinator will manage the Ute Indian Tribe environmental programs, staff and resources.

The individual selected will have proficient intercommunication skills and keep the Ute Indian Tribe Natural Resources Department, Administration, Business Committee and Tribal Membership apprised of program issues and status. He/she will act as the primary Tribal liaison to the U.S. Environmental Protection Agency Region 8. He/she will represent the Ute Indian Tribe on Tribal environmental work groups and committees as needed to represent the Tribe's interest.

This position will require the submitting of work plans, budgets, grant applications and reports. The position will also include requirements for keeping an environmental protection public record for the Uintah and Ouray Reservation. This position will include responsibility for coordination and completion of environmental program grant activities and other duties as assigned.

The Environmental Coordinator will collaborate on regulations intended to protect human health and the environment on the U&O Reservation. The Coordinator will coordinate Tribal Law Enforcement and Tribal Justice System staff on Ute Indian environmental protection code and regulation needs.

Supervision Received:

The Environmental Coordinator will be responsible to the Director of the Natural Resources Program.

Minimum Qualifications:

Preference:

A Tribal Member with demonstrated self starter ability.

Education:

Education achievement of a bachelor degree in the fields of environmental health, science or engineering. Education achievement of a bachelor degree in business or health care

administration or equivalent experience or a bachelor degree in a field related to environmental protection.

Experience:

At least two years of paid employment in an environmental field. This experience should include one year of administrative or supervisory responsibilities or demonstrate a pattern of achieving an increase in responsibilities.

Skill Requirements:

Ability to communicate effectively verbally with the general public and technical experts. Ability to prepare and present technical material presentations. Ability to read and write technical documents. Ability to set and achieve work deadlines. Ability to work with little or no direct daily supervision.

License:

Must hold a valid State of Utah driver's license. Must be able to obtain a tribal driver license permit.

Must be able to pass Pre-Employment Drug Screening

Must be able to pass Criminal Background check

Must successfully pass a three (3) months probationary period