



# Cow Creek Government Office

## Position Description

**Position Title:** Environmental Services Program Manager

**Department:** Natural Resources

**Reports To:** Natural Resources Director

**FLSA Designation:** Non-Exempt

### POSITION PURPOSE:

The Environmental Services Program Manager (ESPM) supports the Natural Resources Department through programmatic planning, oversight, technical research and innovation for the management of water resources in the Tribe's. This position is also responsible for the funding and implementation of the Water Quality, and development of an Air Quality Program. The ESPM also provides technical expertise, environmental monitoring, restoration, compliance activities and field services to other Tribal departments and programs. This is a supervisory position.

### ESSENTIAL FUNCTIONS:

- Manages all aspects of EPA funded Tribal water quality monitoring programs. This includes the Clean Water Act 106, 319; GAP and wetlands programs and reviews and submits EPA-required administrative data reporting.
- Oversees development of an air quality program
- Develop and coordinate monitoring activities, including conservation practice effectiveness monitoring, water quality trend monitoring, and other activities. Work with other contractors, Tribal staff, and other partners to identify monitoring needs.
- Attend necessary trainings and keep up to date on water quality monitoring and data analysis methods and associated equipment.
- Tribal lead on climate adaptation planning
- Attend climate adaptation and resilience trainings
- Tribal lead on development of air quality and water quality standards and ordinances
- Monitor and update the Tribe on current water quality issues within the Tribe's Ancestral Territory.
- Represent the Tribe at state and federal water quality related meetings and rulemaking.
- Provide environmental expertise and specialist reports for environmental compliance activities.
- Provide technical expertise to other Tribal departments, programs, and business entities where applicable.
- Comment on proposed policies, plans and projects that may impact Tribal water, wetlands, or other environmental related resources.
- Oversee restoration activities.
- Research and write grants for project related work.
- Develop and manage project budgets as directed.
- Manage the Tribe's wetlands projects including inventory, delineation, monitoring, and restoration of wetlands.
- Develop positive working relationships with various local, state, and federal partners to share technical knowledge of waters, wetlands, and other environmental resources.
- Prepare contracts, hire, schedule, and supervise contractors and work crews when appropriate.
- Other duties as assigned.

## **QUALIFICATIONS:**

- High School Diploma or GED.
- Bachelor of Science degree in Hydrology or related field, required.
- Professional Wetlands Scientist Certification preferred.
- Familiarity with federal, state, and local regulations that apply to wetlands and water quality
- Attention to detail.
- Minimum 2 years' experience with a focus on environmental sampling and analysis
- Prior experience supervising staff
- Prior experience in conducting field work, preferred.
- Data analysis experience.
- Experience with ARC GIS and ability to create maps using GIS, preferred.
- Proficient in GPS use or willingness to learn.
- Experience with grant writing and project planning
- Experience with leading field crews and contractors
- Experience with collecting and recording biological field data and ability to identify plant and animal species in the field
- Proficient in Microsoft word and Excel
- Prior experience using current standard water quality testing equipment.
- Valid Oregon Driver's License, required.