



Yerington Paiute Tribe
VACANCY ANNOUNCEMENT
Position Classification and Description
Tribal Council Approved: 8/17/2017
ADVERTISE/LOCAL OPEN

POSITION TITLE: Brownfields Coordinator
DEPARTMENT: Environmental
SUPERVISOR: Environmental Director
WAGE: Level 11-0 \$13.27 F/T 40hrs/wk
CLOSING DATE: Open Until Filled

POSITION SUMMARY: The primary function of this position is to establish Tribal Brownfields Response Program as part of Tribal Emergency Response to identify and manage potential Brownfields contaminated or suspected contaminated sites.

DUTIES:

- Responsible for grant activities, objectives and working within the budget.
- Develop a survey and inventory of potential Brownfields (contaminated or suspected to be contaminated) sites.
- Develop a clean-up plan for contaminated sites.
- Develop and implementing plan for the Tribal Response Plan.
- Mapping.
- Emergency Response management as necessary.
- Establish a Public Record.
- Draft and review required documentation as specified in the grant.
- Submit data necessary for required reports; ensure grant is in compliance with the funding source including monthly, quarterly and yearly reports to the Environmental Director, EPA Project Officer and Tribal Council.
- Draft articles for the Environmental Newsletter and Tribal Newsletter.
- Plan and participate in community awareness events such as Earth Day.
- Maintain records and data of performance milestones as required by the grant.
- Attend required training.
- Pursue further EPA Brownfields funding to execute assessment and clean-up operations at identified sites.
- Prepare proposals for future funding.
- Perform other duties as assigned.

QUALIFICATIONS:

- High School Diploma or Equivalent.
- Knowledgeable of Emergency Response or Management preferred.
- GIS experience preferred.
- Knowledge and ability to travel and work safely outside.
- Proficient in verbal and written communications, people and computer skills.
- Able to work independently, a self-starter and motivator a must.

- Able to work as part of a team.
- Experience working in a culturally diverse setting.
- Possess a valid Nevada Driver's License and be insurable.
- Pass pre-employment drug screen and complete background investigation.
- Able to lift 40 lbs or more.

HOW TO APPLY:

1. Complete an application by contacting our Human Resources Director below.
2. All applications must accompany a 3 year DMV history, high school diploma/Equivalent or College Degree.

Human Resources Department
Teri Brenneis
171 Campbell Lane
Yerington, NV 89447
775-783-0265
Fax: 775-627-9022
Email: hrdirector@ypt-nsn.gov

Please note: Preference may be given to qualified Native American applicants under CFR, Subpart M, Part 273, Subpart D, Section 273.45, and/or 25 U.S.C. Section 5307. Also, applicant must pass and comply with the PL101.630-Indian Child Protection and Family Violence Protection Act, if applicable.