

CHEYENNE RIVER SIOUX TRIBE
Department of Environmental & Natural Resources
TRIBAL BROWNFIELDS RESPONSE PROGRAM
COORDINATOR

DESCRIPTION OF WORK

General Statement of Duties: This position is designated for Indian Preference in hiring and involves developing professional skills in conjunction with all Federal Environmental laws, rules, and regulations on the Cheyenne River Reservation.

Supervision Received: Works under the immediate supervision of the DENR Director

Supervision Exercised: None unless delegated.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Provide program professionals performing with technical expertise for Phase I and II assessments and assists with clean-up of Brownfields sites.

Assists with daily Brownfields data base needs, survey and inventory all potential sites and is responsible for oversight and enforcement of all environmental regulations.

Supervises asbestos, lead abatement and removal "Projects".

Establishes policies, procedures and guidelines for asbestos, lead abatement and removal; identifies buildings requiring abatement to facilitate renovation and removal projects; manages construction inspection projects for general commercial construction activity; plans and directs pre-abatement surveys of all buildings to determine materials containing asbestos and lead materials.

Oversees compliance activities that owners and operators of (UST's) underground storage tank system must perform: Tank notification, proper installation, leak detection, UST Upgrade, record keeping and financial responsibility.

Supervises proper tank closure

Will perform inspections on all regulated UST's to ensure that they are in compliance with EPA rules and regulations.

Collects and compiles basic data on sites, facilities, density and general conditions using G.P.S. performs a variety of duties in the assessment and assist's in the management and coordination of the program. Responsible for data entry of G.P.S. information and development of maps for projects, reports, etc.

Participates in management, planning in inventory of BROWNFIELDS sites.

Responsible for submitting semi and annual reports.

Responsible for entering information into Brownfields ACRES database.

Provide assistance and information to other programs.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of GIS/G.P.S. (Trimble System). Knowledge of range surveys program, including field equipment and techniques. Ability to communicate effectively orally and in writing. Ability to work cooperatively with individuals having diverse or conflicting interests. Knowledge of computer operation.

Must be able to obtain yearly certification as an asbestos inspector and contractor/supervisor, lead inspector. (Section 206 of the Toxic Substance Control Act)

Must be able to obtain yearly certification as a lead inspector.

Must be able to obtain certification as a UST inspector (OSHA 40-Hour, UST Removal 24-Hour, UST Installation, UST Operations and maintenance 40 Hour for Tribal Certified Underground Storage Tank Inspector.

Must be able to attend and complete 40 hour HAZMAT Training and maintain it throughout employment.

Must be able to successfully complete Phase I Environmental Site Assessments for Commercial Real Estate course.

Education: Two (2) years college course work.

Experience: Two (2) years related experience.

Or

Any Equivalent combination of Education and Experience

Special Requirements:

Must have access to transportation. Must have a valid driver's license, and must be insurable under the Tribe's insurance policy. Must pass a physical examination, Incumbent is subject to CRST Drug and Alcohol Testing Policy, subject to Tribal/Local, Federal and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Executive Resolution E-235-97.

Created Date: 03/20/12
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