

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Environmental Division Manager**

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**EXEMPT:** Yes

**TARGET SALARY:** \$25.02 to \$29.47/DOQ

**PROGRAM:** Fisheries Management

**REPORTS TO:** Fisheries Director

**JOB CODE:** 2-M-T5

**SHIFT:** 8am-5pm

**LOCATION:** Bldg 150

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**SUMMARY:** The primary responsibilities of this position are to oversee Environmental programs and 1) provide guidance to tribal staff on resource management issues that may affect the Tribe's treaty reserved rights to sustainable fisheries and 2) provide guidance to the Makah Tribal government and community on sustainable development practices on the Makah Reservation. Develop and write grants to support managed departments and programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Interpret and provide analysis to tribal management staff regarding the effect that environmental laws, regulations and agreements developed by federal, state and other governments may have on treaty reserved natural resources. This position will also work closely with tribal management staff to develop management decisions and regulations that will provide ecological sustainability for fisheries and their habitat for generations to come.

This position will work closely with other tribal staff to develop and maintain tribal environmental regulations and agreements both on- and off-reservation. This will include the review of development projects on the reservation and the provision of guidance to the tribal community on sustainable development practices.

This position will have the responsibility for managing the Performance Partnership Grant with the EPA which includes, but is not limited to, developing grant reports, tracking expenditures and creating and maintaining tribal budget documentation.

Responsible for environmental protection, hazardous materials, institutional environment, food protection and Water Quality, Air Quality, and Non Point Source Pollution.

Recommend and interpret policies related to environmental health issues.

Understand and interpret policy, philosophy, and procedures of environmental regulator bodies that may affect the tribe. Forecast environmental issues that may

affect the treaty rights of the Makah People and identify potential areas of tribal rights endangerment.

Assure all assigned tribal employees obtain and maintain such licenses and certificates require to effectively deliver services and/or quality for funding from non-tribal sources; assure terms of grants and contracts are adhered to; when grants and contracts are in conflict with Makah Tribal Council policy and/or resolutions, recommend appropriate action to the Makah Tribal Council and follow-up on their decisions as directed.

**MAJOR DUTIES:**

Manage the US Environmental Protection Agency Performance Partnership Grant, EPA DERA grant, Climate Adaptation grants, Beach Grant, Environmental Health funding, Transfer Station funding, and DOD NELMP funding. .

Provide guidance to tribal staff on resource management issues that may effect treaty reserved rights.

Olympic Coast National Marine Sanctuary, oil spill, NEPA , Beach Clean Up, Abandoned Trailers, Vehicles, and other resource management issues and actions that may affect the Tribe.

Assist in the development of tribal environmental and resource management agreements, such as Memorandums of Understanding with other agencies.

Review development projects within the Makah Treaty Resource Area proposed by the Tribe as well as other entities to ensure that the Tribes treaty reserved resources are not unduly impacted and that projects where possible adhere to the principles of Traditional Ecological Knowledge, green and Low Impact Development (LID), and ecological sustainability in cooperation with interdisciplinary teams from other tribal departments.

Continue to develop upon and improve the implementation of the Tribal Hydraulic Permitting Process.

Act as Fisheries Management liaison for activities required by the Makah Environmental Policy Act (MEPA) ETEP.

Coordinate the organization of data/knowledge from all Fisheries management sections, i.e. water quality, forest and fish habitat, salmon management, ground fish management, marine mammal management, and habitat restoration, for dissemination to tribal and non tribal organizations in order to secure tribal treaty rights and negotiate tribal positions in all relevant forums.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises 4 to 6 employees in the program. Caries out supervisory responsibilities in accordance with the organization's policies applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and disciplining employee, addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:****EDUCATION/EXPERIENCE:**

Must have a Bachelor's Degree in Environmental Science, Environmental Management and 3 years of relevant experience OR

Masters Degree in Environmental Science, Environmental Management and one year of relevant experience to the major duties listed above.

Minimum of two years of supervisory experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Washington state Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

**OTHER QUALIFICATIONS****OTHER SKILLS AND ABILITIES**

Experience working with natural resource and environmental issues, including demonstrated experience working with environmental laws and regulations.

Must have experience in successfully negotiating sensitive issues with federal, state, and other organizations

Must have excellent oral and written communication skills, and be familiar with word processing and spreadsheets.

Experience working for an Indian Tribe is highly desirable.

Knowledge of federal and state environmental laws (NEPA, CWA, CAA, ESA, ETEP (EPA Tribal Environmental Plan), SEPA, WSWQS, Non-Point Source Pollution, etc) as well knowledge of tribal ordinances and codes is highly desirable

Ability to be flexible in order to perform at the highest level as a team player.

Ability to work independently with minimal supervision, and able to prioritize assignments.

Ability to maintain confidentiality within the program staff at the highest level.

Ability to work extended hours as needed.

Knowledge of word processing and spread sheet computer application, and budget development.

Ability to effectively present information and respond to questions from groups of managers, clients, community members, and the public.

Must possess excellent communication and organizational skills.

Ability to communicate professionally over the telephone and in person in a positive and clear manner.

Must have proven experience in grant/contract research, writing, negotiating and implementation, monitoring and reporting.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council	OPEN: February 2, 2018
Human Resources	CLOSE: March 1, 2018
P.O. Box 115	
71 Makah Bay Drive	
Neah Bay, WA 98357	
Fax: (360) 645-3123	
E-mail: <a href="mailto:katherine.thompson@makah.com">katherine.thompson@makah.com</a>	

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.