



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

White Earth Reservation Tribal Council Job Announcement

Position: Environmental Coordinator II Air Quality

Location: Mahnomen

Pay: \$26.23/DOQ

Benefits: Full

Open: 06-01-26

Close: 06-05-26

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the air quality program performing a variety of duties including investigation, mitigation, or eliminating sources of pollution and/or hazards. The position ultimately helps protect the environment, natural resources, or the health of the population of the Reservation. The position will be responsible for collecting environmental data samples in accordance with established scientific quality assurance and management plans and taking corrective action as assigned.

Position Outcomes:

Provides support to the director/management personnel to ensure protection of Tribal Natural Resources

- Work within the department along with area tribes, local, state, and various governmental agencies to complete complex tasks.
- Ensure quality assurance of monitoring data and statistics
- Work with laboratory staff to ensure standard operation procedures are followed.
- Prepares and interprets technical documents for the program, Director/Management, and RBC.
- Provide management with environmental field data reports on sample information collected.
- Provide technical support, assistance, and services for Natural Resource Managers working in fields such as agriculture, wildlife, environmental protection, land, fisheries, forestry, wild rice, parks & rec, and cultural.
- Responsible for utilization of time and efforts when accomplishing duties that involve reservation wide activities.

Sample, test, analyze, and investigate scientific data to evaluate the current conditions of Tribal Natural Resources

- Conduct environmental audits and inspections, and investigations of violations
- Record test data and prepare reports, summaries, and charts that interpret test results.
- Collect samples of fine particles, ground level ozone, sulfur dioxide, nitrogen dioxide, and carbon monoxide, conduct tests on pollutant levels and identify possible sources of pollution.
- Respond to and investigate hazardous conditions or fine particles, ground level ozone, sulfur dioxide, nitrogen dioxide, and carbon monoxide along with collecting samples for analysis.
- Ensure quality assurance of monitoring data and statistics.
- Provide supervision of accompanying personnel while sampling to ensure compliance.

Conduct equipment maintenance and inspection to maintain a safe working environment.

- Operate, maintain and repair equipment.
- Clean, maintain and prepare supplies and work areas.
- Responsible for safe operation and maintenance of equipment and vehicles.

Generate scientific reports to comply with required agencies (internal and external).

- Gathers and compiles required statistics.
- Ensure accurate and complete information is contained in reports.
- Complies with applicable local, state, federal, and tribal guidelines.
- Provide reference materials and prepare technical and evidentiary reports.
- Conduct research and develop training in response to tribal needs.
- Conducts field tests and collects samples for laboratory analysis.

Manages programmatic budget(s) in accordance with established policies and procedures to ensure the best use of program funds.

- Directs the efficient use of program funds within the scope of work and ensures they are necessary to carry out job duties.
- Controls spending to ensure guidelines and direction of program.

- Reviews financial statements, budgets, and activity reports to ensure that organization's objectives are achieved.
- Coordinates with Finance personnel to gather reports and statistics as needed.

Communicates with internal and external sources to ensure program and organization is represented in a professional manner.

- Provides technical guidance to tribal staff, tribal members, RBC, and the public on all matters pertaining to air quality.
- Prepares, organizes, and maintains records to document activities, recommend action, maintains good rapport with staff, organizational employees and external sources including tribal, local, state, and federal representatives.
- Initiate compliance/violation procedures
- Attend staff meetings and trainings
- Creates and completes reports to comply with required agencies (internal and external).
- Work in-house and with outside agencies on trending threats to the air environment.
- Maintains open communication with internal and external sources/agencies.

Establishes and initiates short- and long-range goals and recommendations affecting assigned departments or programs to conform to organizational objectives.

- Directs, plans and implements policies and objectives of the organization as related to their department.
- Monitors and measures ongoing progress for establishing goals.

Responsible for utilization of time and efforts when accomplishing duties that involve Reservation wide activities.

- Perform other duties and responsibilities as assigned.

Performs other duties and responsibilities as required or assigned.

Knowledge, Skills & Abilities:

- Knowledge of environmental protection, land management, plus related natural resource departments.
- Knowledge of land usage in maintaining economic recreational, sustenance and traditional use of tribal land
- Knowledge of the practices in the fields of local government personnel management, organization, administration, budgeting, and accounting.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee and the Natural Resources Division
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Knowledge of the potential health related effects of air pollution for sensitive populations.
- Skill in preparing a long-range plan for environmental protection in conjunction with domestic usage and all natural resource departments.
- Skill in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skill in operating a variety of equipment, machinery, and tools, observing all safety precautions.
- Skill in communication with other related agencies, professional personnel, federal and state offices, co-workers, tribal officials, and general public.
- Skill in interpreting scientific data and information.
- Skill in performing complicated calculations after instructions from manager and preparing moderately technical reports
- Ability to communicate with other related agencies, professional personnel, federal and state offices, co-workers, tribal officials, and general public.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to maintain accurate records, complete reports and keep current files on-going activities.
- Ability to adapt to the needs of different supervisors and accomplish the duties as required.
- Ability to work extended periods of time, carry heavy loads, get along in wooded areas and lakes and work alone at times.
- Ability to organize work efficiently and sometimes working odd hours of the day.
- Ability to communicate effectively, both orally and in writing.

Qualifications:

- Associate's degree in biology, science or related field or two (2) years or more years' experience in chemistry, biology, natural resources or equivalent combination of education.
- Valid driver's license and insurance for travel between sites and other business-related destinations.
- Must be able to pass a criminal background check and drug screening.

Send applications to: White Earth Tribal Council
Attn: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications: www.whiteearth.com

