



JOB DESCRIPTION

Job Title: Environmental Operations Manager
Reports to: DER/EPA Director
Salary: DOE

Department: DER/EPA
Employment Status: Non-Exempt/Sensitive
Driving Classification: Moderate

Position Summary

The Environmental Operations Manager is responsible for planning, coordinating, and supporting environmental protection, public health, and emergency response programs for the Fort Mojave Indian Tribe. This position identifies project goals and objectives, develops and implements plans, evaluates existing and new programs, and organizes tasks, timelines, and resources to ensure grant requirements are met. The Environmental Operations Manager is expected to manage multiple priorities, keep projects on schedule and within scope and budget, and produce outcomes that align with grant objectives. This position requires quarterly and annual reporting, strong advocacy on behalf of the Fort Mojave Indian Tribe, and effective collaboration with tribal, county, state, and federal partners.

Essential duties and responsibilities include the following, but are not limited to: (other duties as assigned).

Administrative Management

- Interpret, draft, and complete EPA, public health preparedness, and emergency management documents in accordance with directives from reporting agencies.
- Work independently with minimal supervision to meet deadlines and complete tasks in a timely manner.
- Research regulations and implement necessary changes to ensure compliance.
- Provide guidance to departments in interpreting environmental regulations.
- Conduct research and analysis, compile project data, and prepare technical reports related to environmental issues affecting reservation lands.
- Prepare follow-up requests for information regarding environmental legislative issues from tribes and funding agencies.
- Complete grant forms, implement grant activities and tasks, monitor field-based programs, and report activity progress to funding and reporting agencies.
- Ensure reporting deadlines are met to support the continuation of grant-funded programs.

Supervision and Coordination

- Manage and supervise contractors and Emergency Operations Center staff.
- Maintain a positive, committed, and professional approach to completing assigned tasks.
- Demonstrate knowledge of, or willingness to learn, Tribal, State, and Federal regulations affecting environmental issues.
- Attend meetings related to project activities and program implementation.

Training and Professional Development

- Participate in frequent local and regional training, and occasional out-of-state travel, to meet grant and program requirements under the Environmental, Public Health Preparedness and Emergency Response programs.
- Support the implementation of workshop and training activities within local program operations.

Liaison and Representation

- Represent the Tribe at local, county, state, and regional meetings, program activities, and events.
- Provide written or verbal reports as a Tribal liaison at meetings and to Tribal Council as needed.

Community and Field Outreach

- Implement outreach program activities within the community.
- Investigate reported environmental, public health, and emergency management incidents.
- Recommend and support corrective actions for hazardous spills and related issues.
- Schedule monthly educational materials for departments and community members.
- Plan and manage community outreach activities from start to finish.

Equipment, Supplies, and Inventory

- Work with the DER/EPA Support Worker to maintain environmental, public health, and emergency management equipment inventories.
- Order and maintain required environmental, public health, and emergency operations supplies.
- Distribute supplies to departments and community members as needed.

Operations and Program Support

- Develop and manage detailed project schedules and work plans.
- Provide regular updates, adjustments, and new project recommendations.
- Participate in community-related projects and events, during and outside of normal business hours.
- Build and maintain effective working relationships with personnel, agency representatives, contractors, tribal departments, and the public.
- Maintain flexibility in work schedule based on department and community needs.
- Work outside of the office as needed, including home, department deliveries, and community or departmental activities.
- May be required to work nights, weekends, and/or holidays during active emergencies.

Core Skills and Competencies

- Project management and coordination
- Grant administration and reporting
- Environmental and public health program support
- Emergency management and response coordination
- Regulatory research and compliance
- Technical writing and document preparation
- Data collection, analysis, and reporting
- Leadership and staff supervision
- Community outreach and public engagement
- Tribal, county, state, and federal liaison experience
- Problem-solving and decision-making
- Strong organizational and time management skills
- Effective verbal and written communication

- Ability to work independently and collaboratively
- Flexibility and adaptability in changing environments

Education

- Associate degree in environmental management or business preferred.
- Willingness to obtain college-level general education courses preferred.
- High school diploma or GED required.

Experience

- Minimum of one to two (1–2) years of equivalent work experience in program and/or office management required.
- Experience working with tribes and advocating on behalf of tribal interests while collaborating with county, state, and federal agencies required.
- Any equivalent combination of education and experience that enables the applicant to successfully perform the duties of the position may be considered.

Certificates and Licenses

- Must have the ability to obtain FEMA Emergency Management Educational Certifications within six (6) months of hire:
 - IS-100
 - IS-200
 - IS-700
 - IS-800
- Must obtain Homeland Security Exercise and Evaluation Program (HSEEP) certification for exercise planning within six (6) months of hire.
- Must possess a valid driver's license and be insurable under the Fort Mojave Indian Tribe Insurance Plan.
- Must provide a DMV report with application.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee may occasionally be required to lift and/or move up to 25 lbs. Specific vision abilities required which include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee will frequently be required to talk and hear, use hands and fingers to handle, reach or feel and manipulate objects or controls, sit or stand for long periods and walk distances, as well as stoop, bend, kneel and crouch.

The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.