

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
Toll Free: 1-877-279-9097
Phone: 1(530)335-5421 ext. 2102
Fax: 1(530)335-6340

Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez
Tribal Chairperson

Ida Riggins
Tribal Vice Chairman

Russell Eleck
Tribal Secretary

Brandy McDaniels
Tribal Treasurer

Andrew Mike
Sergeant-At-Arms

Position Description

Title: Solid Waste Coordinator
Department: Solid Waste
Reports To: Tribal Administrator
Classification: Exempt/Full-Time
Pay: \$53,000- \$57,000 DOE

Job Summary:

Under the direction of the Pit River Tribal Administrator, the Solid Waste Coordinator must oversee the Solid Waste Department and ensure compliance with Federal, Tribal, OSHA, FEMA, and other regulations. The Solid Waste Coordinator must supervise a crew of laborers and model the best safety standards of which the crew must adhere to and keep up to date training to mitigate any injuries or infection risks when working with the machinery or waste.

Essential Duties and Responsibilities:

- Responsible for finding, writing and obtaining grants and funding
- Ensure compliance with grants and contracts obtained
- Meet with the Finance Department to ensure compliance with grants and budget
- Responsible for scheduling waste pick-ups, dumpster drop offs and dump runs
- Responsible for creating team member work schedules
- Oversee sanitation team subordinates
- Responsible for purchasing, storing, keeping inventory and maintenance of all supplies and equipment
- Must be able to operate Hi-capacity towing truck and trailer
- Train team on procedures and practices of the department
- Plan community involvement events, and newsletters regarding Solid Waste management
- Submission of waste pick up billing and mileage reports to finance
- Research and identify environmental standards and new regulations, policies and programs for solid waste management and report to Tribal Administrator
- Be aware of tribal/ state ordinances and regulations regarding hazardous materials
- Oversee the implementation of the Sustainable Materials Recovery Program and related efforts to reduce and recycle solid waste
- Responsible for Solid Waste facilities maintenance, upgrades and improvements
- Responsible for assuring the safety and security of personnel and assets
- Responsible for working collaboratively with the Human Resources Director and Tribal Administrator in recruiting, hiring, training, supervising and employee relations

- Responsible for developing and maintaining cooperative working relationships with the Tribe, Tribal, Federal and State agencies, agents and employees
- Ability to move/lift 50 lbs., at various times over a 12-hour shift
- Other related duties as assigned

Education and Experience:

- Must be 18 years of age
- Bachelor's Degree in Safety Engineering, Safety Management, Environmental Science, Industrial Hygiene or other closely related degree; 3-5 years of experience in an industrial manufacturing setting or other extensive experience may be supplemented for degree requirements.
- Proficiency in MS Office, Word, Excel and Outlook
- Strong interpersonal skills with the ability to motivate employees
- Strong oral and written skills to communicate effectively with Tribal Council, vendors, customers and co-workers
- Ability to understand and apply federal laws, regulations, policies, procedures, and program standards in the environmental assessment and planning process and in accomplishing the goals of the program.
- Demonstrated ability to research, analyze, and summarize data using a variety of computer models and technical software applications; possess a high level of technical competence in computer use.
- Able to prepare clear, concise, and complete technical documents, reports, correspondence and other written materials and provide those documents to the Tribal Council and Tribal Administrator.
- Skill and experience in supervision of professional and technical staff and in functioning as a member of a technical workgroup or in a multi-disciplinary team environment.
- Able to exercise sound independent judgment within established guidelines and protocol.
- Ability to manage multiple projects in a fast-paced environment.
- Must be able to work with all departments effectively.
- Strong problem-solving capability; math and analytical abilities a plus.
- Ability to travel as needed
- Must be able to work extended hours and weekends if requested.
- Ability to move/lift 50 lbs., at various times over a 12-hour shift.
- Must be willing to travel on the remote areas within the Pit River Tribal Territory.

Licenses:

Must possess a current and valid California Driver's License with a record acceptable to the PRT Policy and insurance carrier.

Working Conditions:

Work is performed in an office and outside operating heavy equipment.

Working Environment:

The environment involves the usual risks and stress of an office environment. Also involves the usual risks and exposure of working outside.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Indian Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other related duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

All candidates: Please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.

Contact:

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hr@pitrivertribe.org
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