

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA**
Job Description

Job Title: Solid Waste and Air Quality Program Manager
Department: Natural Resources Department
Supervisor: Natural Resources Program Director
FLSA Status: Exempt, Full Time
Prepared by: Natural Resources Director, Ron Sundberg
Prepared Date: 2/3/2025
Approved by: Jacque Hostler-Carmesin, CEO
Approved Date: 3/14/2025

POSITION SUMMARY

The Solid Waste and Air Quality Program Manager, under the general direction of the Natural Resources Department Director, will develop, administer, manage, and monitor new and existing grant-funded projects, programs, and initiatives within the Solid Waste and Air Quality Programs. The Solid Waste and Air Quality Program Manager will oversee the allocation and utilization of resources; manage finances, materials, and personnel; and coordinate with staff to accomplish program commitments to meet programmatic and organizational objectives, including but not limited to: research, grant-writing, technical and organizational support, project management, monitoring, analysis, and reporting. Tasks include the organization, planning, and execution of project and program activities to fulfill commitments, maintain compliance with internal and external administrative requirements, and build program capacity in coordination with Tribal, public, private-sector, and governmental agency representatives. The role of the Solid Waste and Air Quality Program Manager is to seek grant funding, implement grants, collect and analyze data, report on progress of activities, manage grant-funded projects and programs in alignment with the Natural Resources Department's goals and objectives, and Tribal Council's vision for the future. As the program grows, the Solid Waste and Air Quality Program Manager will gain leadership responsibilities for new team members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Solid Waste Monitoring and Reporting:

- Provide monthly, quarterly and annual data and reports to Tribal leadership, staff, community, and agency representatives in accordance with program commitments.
- Interpret solid waste analysis and deliver reports and presentations of findings to staff and Tribal community, respond to requests for information, and report on education and outreach activities.
- Evaluate and provide quarterly reporting on program performance.
- Update quality assurance and strategic planning documentation in alignment with program goals.
- Attend meetings, trainings, workshops and conferences on Tribal solid waste projects and strategies
- Research current trends, methods, practices, and funding opportunities to meet program goals.
- Meet Solid Waste program work plan deliverables to maintain compliance with grant funded projects.
- Support Zero Waste Technician in coordination and implementation of community outreach and education activities including Tribal working group webinars, open-house demonstrations, website updates, presentations, resource sharing and workshops

- Participate in strategic planning to develop annual grant work plans, deliverables, and budgets

Hazardous Waste and Zero Waste Program:

- Support Zero Waste Technician in completing work plan deliverables and develop quarterly reports.
- Manage staff to provide guidance and training opportunities
- Work with program staff to develop data gathering and reporting spreadsheets for Zero Waste Facility
- Manage planning, design and construction of Trinidad Rancheria Zero Waste Facility.
- Collaborate with program staff to develop and select projects for implementation.
- Seek and obtain additional grant funding to expand Zero Waste/ Hazardous Waste Facility capacity.
- Assist in project management duties by developing proposals, contracts, and other documentation as necessary.
- Develop partnerships and resources to build program capacity.

Air Program:

- Upon securing grant funding, launch and develop the Trinidad Rancheria Air Quality Program.
- Implement grant-funded initiatives by executing work plan deliverables and preparing comprehensive quarterly reports.
- Establish and strengthen partnerships with Tribal departments, Tribal community, local agencies, and environmental organizations to enhance program capacity.
- Engage in strategic planning to design annual work plans, set clear deliverables, and develop sustainable budgets that align with Tribal priorities.
- Develop education and outreach materials and implement air quality projects for Tribal community.

Project Management:

- Perform necessary project time, cost, and risk analysis to ensure projects are completed in accordance with cost, schedule, risk, resource, and quality constraints.
- Plan, analyze, and implement project performance and quality assurance/quality control activities and develop quality management plans and project management plans, as needed.
- Collaborate with Tribal and Department staff to develop project plans and documents including contracts, proposals, schedules, scopes, budgets, and reports.
- Identify, engage, and coordinate with Tribal, public, private-sector, and governmental agency representatives in alignment with Department goals and objectives.
- Maintain working knowledge of emerging methodologies and approaches to support programmatic and organizational needs. Periodically review project practices and procedures for efficiency, overall consistency with programmatic and organizational goals, statutory requirements, and program sustainability.

Other Duties and Responsibilities as assigned:

- Assist Natural Resources Department staff with daily, weekly, monthly and quarterly duties to meet commitments and organizational goals.
- Assist in Tribal wide events requiring assistance from multiple departments.
- Supervise Zero Waste Technician.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies

- **Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.
- **Problem-Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- **Communication** - Effectively communicates scientific and technical information to diverse audiences.
- **Project Management** - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
- **Decision-making** - Displays willingness to make decisions; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments; works well with a team and independently.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Bachelor of Science degree or higher in Environmental Science, Natural Resources, Forestry, Civil Engineering, Construction Management, or a related field. Relevant coursework, research experience, or internships in environmental management, sustainability, or resource conservation are highly valued.
- Three (3) to five (5) years progressive experience in environmental science, resource management or related field

Knowledge of:

- Knowledge of Esri ArcGIS, Microsoft Office, and other administrative software applications related to Natural Resource Management.
- Applied working knowledge of Solid Waste management, Grant management, and natural resource science.
- Applied working knowledge of contract administration, budgeting, accounting, and purchasing.
- Applied working knowledge of applicable laws, regulations, rules, procedures, and administrative requirements.

Ability to:

- Must have outstanding written and verbal communication skills.
- Must have outstanding organizational and time management skills.
- Accurately synthesize and convey scientific, technical, and/or anecdotal information to a diverse audience.
- Follow procedures, develop and document new procedures, and provide training and instruction to others.
- Willingness to apply logic and reasoning to analyze and efficiently solve complex problems.
- Provide tempered, thoughtful, and constructive feedback and possess a willingness to receive feedback from others.

Other Qualifications

- Must possess a valid California Driver's License and be insurable under Tribal Insurance Policy.
- Must pass pre-employment drug and alcohol screening, as well as Tribal background check.
- Must be able to travel 10% of the time.
- Indian Preference for qualified applicants.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally required to stand; walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Ability to operate a motor vehicle to attend meetings and to visit and inspect various sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions; and will semi-frequently work in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, and fumes. Employee will be required to ascend and descend steep slopes in heavy brush, inclement weather, and/or smoky conditions in all seasons of the year. Employees may encounter upset staff, Tribal members, and/or public and private representatives in interpreting and enforcing Tribal policies and procedures.

Signature: _____ Date: _____