

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

Job Title: Zero Waste Facility Composting Specialist
Department: Natural Resources
Supervisor: Solid Waste and Air Quality Program Manager
FLSA Status: Part Time, Non-Exempt, Seasonal/summer
Prepared by: Solid Waste and Air Quality Program Manager, Vincent Reseigne
Prepared Date: 02/06/2026
Approved By: CEO, Jacque Hostler-Carmesin
Approved Date: 03/11/2026

SUMMARY

The Zero Waste Facility Composting Specialist is a paid, part-time, hourly position supporting the planning, construction, and operation of the Cher-Ae Heights Indian Community of the Trinidad Rancheria's new Zero Waste Facility. The specialist will report to the Solid Waste and Air Quality Program Manager and the Natural Resources Department Director. This position will support composting operations at the Zero Waste Facility, and requires knowledge and understanding of composting processes, facility operations, and the safe operation of heavy machinery. Responsibilities include supporting early-stage composting activities, developing seasonal composting mixes, and collaborating with the Zero Waste Technician to provide training and technical expertise related to composting operations.

ESSENTIAL DUTIES

- Assist in the development of standard operating procedures, tracking sheets, safety protocols, and workflows involving heavy-machinery and equipment used to move, distribute, screen, and turn organic waste and finished compost.
- Operation of heavy-machinery and equipment to move, distribute, screen, and turn organic waste and finished compost.
- Develop seasonal compost mix ratios reflective of varying availability of feed-stocks. Provide support for the development/planning of experimental composting additives such as bokashi, compost tea, and biochar.
- Share subject matter expertise in composting processes with team members.
- Support monitoring of composting operations, including basic tracking of temperature, material throughput, and operational conditions.
- Prepare reports, summaries, and spreadsheets for internal review and project documentation.
- **Additional Duties may be assigned as necessary for departmental needs.**
- **Supervisory Duties:** This position has no supervisory responsibilities.

Applications available online at: <https://trinidad-rancheria.org/employment>
Send application, resume, and cover letter to: trhr@trinidadrancheria.com

COMPETENCIES

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

- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- **Written Communication** - Writes clearly and informatively; Expresses and demonstrates professional business writing skills, Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- **Analytical:** Synthesizes complex information, collects, and researches data, designs workflows and procedures.
- **Problem Solving:** Identifies and resolves problems in a timely manner, develops alternative solutions, and works well in group situations.
- **Judgment:** Makes decisions, supports and explains reasoning for decisions, includes appropriate people in decision-making processes.
- **Professionalism:** Approaches others in a tactful manner, treats others with respect, and follows through on commitments.
- **Adaptability:** Adapts to changes in the work environment, manages competing demands.
- **Attendance/Punctuality:** Consistently at work and on time, ensures work responsibilities are covered when absent.
- **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.

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.

Required Education and Experience:

- Enrollment in or completion of an undergraduate or graduate program in Environmental Engineering, Environmental Science, Civil Engineering, or a related field.
- Coursework or demonstrated experience related to solid waste management, composting, environmental systems, or industrial operations.
- Demonstrated experience in compost operations, agriculture, and use of heavy machinery.
- Experience working with organic waste, and measuring and recording data.
- Experience with computer programs: Microsoft Office, Google Suite, etc. or other data tracking.
- Ability to follow safety procedures and work effectively in construction sites, industrial facilities, office environments, and field settings.

Applications available online at: <https://trinidad-rancheria.org/employment>
Send application, resume, and cover letter to: trhr@trinidadrancheria.com

- **Preferred Qualifications** Experience with waste materials, organic waste, compost, or waste reduction programs.
- Experience working with Tribes or Indigenous organizations.
- Interest in pursuing a career in solid waste management, environmental infrastructure, or sustainability-related fields.
- Forklift certification or willing to obtain.

Ability to:

- Work in odorous conditions
- Collect and analyze data
- Operate heavy machinery
- Communicate clearly
- Use a computer, type, send emails, write reports, and create spreadsheets and charts, and/or logs.
- Think creatively
- Synthesize information
- Work in a team or alone

Other Qualifications

- Must possess a valid Driver's License and be insurable by Trinidad Rancheria Insurance Policy.
- Must pass a pre-employment drug screen.
- Must pass Background Investigation
- Indian preference for qualified applicants.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is often required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds for general Zero Waste Facility operations.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be exposed to wet and/or humid conditions and outside weather conditions, will work in a variety of environments, including coastal areas, indoor and outdoor facilities, and offices. The employee may be working outdoors in cold weather, rain, or sun. The noise level in the work environment is usually high. The employee will be exposed to odorous conditions.

Signature_____

Date_____