



## **Brownsfields Program Specialist**

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**Reports To:** EPD Manager

**Location:** EPD, Winnebago, NE 68071

**Department:** Physical Resources

**Status:** Full Time, Non-Exempt

**Date:** Open Until Filled

**Salary/Grade:** \$13.81 HR/Grade 11 Step Entry

### **Job Purpose and Position Overview:**

This position is responsible for implementing the work activities described in the Tribal Response/Brownfields Program and will also be expected to provide direct assistance to the Environmental Protection Department in the implementation of various types of environmental protection work activities.

### **Specific Job Duties/Responsibilities:**

- Demonstrate the Winnebago Tribe's Human Resource Department's core mission, vision and values
- Provide technical and scientific support to the Winnebago Environmental Protection Department
- Maintain the Brownsfields Program and the Tribal Response Program
- Conduct community outreach involvement activities
- Utilize surveys and inventory of Brownsfields sites on the Winnebago Reservation
- Prepare bid documents for Brownsfields support
- Assist with site samplings
- Work with the Tribal Contractor on deliverables to EPA
- Maintain Public Record documents
- Maintain relationship with the EPA, including attending meetings as needed
- Become familiar with environmental codes and practices
- Submit Grant Proposals to obtain funding for the continuance of the Brownsfields CERLCA 128 (a) Tribal Response Program
- Attend required company and departmental meetings
- Perform other related duties as assigned

### **Required Qualifications/Skills:**

- Bachelor's degree in Environmental Science or an Associate's Degree plus 2 years technical experience or equivalent combination of education and experience
- Excellent verbal and written communicator; ability to write reports, training and marketing materials, technical reports. Ability to present to groups of people
- Must have some experience in writing and having grants funded and working with federal agencies
- Must have basic computer abilities and knowledge



- Must be able to travel extensively
- Self-starter with the ability to perform with little or no direct supervision
- Ability to pass drug screen and background checks
- Must have a valid US Driver's license

**Supervisory Responsibilities:**

N/A

**Training Requirements:**

As directed and required by the Director

**Physical Requirements:**

Normal Office

Light work (lift 10 lbs.)

Medium work (lift 11-30 lbs.)

Other physical requirements (note):

- The employee frequently is required to sit for extended periods of time and use hands to operate computer keyboard, telephone and basic office equipment
- While performing the duties of this job, the employee is regularly required to talk and hear
- Ability to drive company owned or personal vehicle
- Ability to travel via car or plane

**X Heavy work (lift 30-50 lbs.)**

Very heavy work (lift over 50 lbs.)

**Mental Requirements:** (as presently performed to accomplish essential functions)

- Reading, Writing, Calculating
- Social Interaction Skills
- Reasoning/Analysis
- Works with Minimal Supervision
- Other Mental Requirements (note)

**Language Requirements:**

Ability to effectively speak, read and write English



### **HOW TO APPLY:**

Please submit the application, resume, cover letter explaining why you are qualified for the position and TWO (2) letters of recommendation. If claiming Indian or Veteran preference, please include those documents. **Submit to:** Human Resources, Winnebago Tribe of Nebraska, PO Box 687, Winnebago, NE 68071 OR Fax to 402-878-3198 OR drop off to the Human Resources office located in the Blackhawk Community Building. **Applications without proper documents will not be considered.** Please call HR at 402-878-3133 for further information.

Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. In the absence of qualified Indian applicants considerations shall be given to applicants without regard to race, color, religion, sex, sexual orientation/identity, national origin, age, marital status, veteran status, genetic information, disability or any other reason prohibited by law in provision of employment opportunities and benefits.