

# Leech Lake Band of Ojibwe

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## **Position Description:** Environmental Specialist

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**Division:** Resource Management (DRM)

**Reports to:** Environmental Director and Brownfields Manager

**Worksite:** DRM

**Work Hours:** M-F, 8:00am to 4:30pm

**LLBO Status:** Non-exempt

**Safety Sensitive:** Yes

**License/Certification Requirements:** Valid MN Driver's License and current insurance.

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**Summary:** Preserve Tribal Sovereignty through enforcement of Leech Lake Band of Ojibwe (LLBO) Hazardous Substances Control Act (HSCA). Administer Brownfields Response Program (BRP) guidelines. Assist Brownfields manager in daily operations of the Brownfields, Underground Storage Tank (UST), and Superfund programs.

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### **Education Requirements and Experience:**

Bachelor's Degree in Environmental Science or related field required.

### **Additional Qualifications and Skills:**

Competence in Microsoft Office, GIS software, and statistical analysis required.

General knowledge of electronics, computers, and GPS preferred.

Good oral and written communication skills and community relation skills.

Pre-employment drug testing is mandatory for all Leech Lake Band of Ojibwe positions.

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### **Supervisory Duties:**

None.

### **Duties/Responsibilities:**

#### Brownfield Duties

Enhance the Four Elements of the Leech Lake Band of Ojibwe Brownfields Response Program.

Maintain the brownfields public record of sites within the Leech Lake Reservation.

Respond to community member concerns regarding environmental issues.

Follow BRP manual guidelines.

Operate sampling equipment for various media in concurrence with Tribal and Federal regulations.

Collect data in accordance with the LLBO Quality Assurance Project Plan (QAPP).

Work with LLBO Emergency Manager and perform an active role in the LLBO TERC.

Respond to and/or assist with environmental releases on the Leech Lake Reservation.

#### UST Duties

Implement day to day operations in accordance with UST grant work plan and budget.

Assist with UST Compliance and Inspection for facilities on the Leech Lake Reservation.

Complete 36 UST compliance assistance visits per year.

Become a certified UST Compliance Inspector through EPA.

Write UST grant work plan/budget and submit semiannual report.

#### Superfund Duties

Perform oversight on superfund projects.

Write and Review technical and policy documents related to the Superfund Program.

Attend meetings and conference calls.

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### Duties/Responsibilities (continued):

#### Additional Duties

Must be able to attend trainings, conferences, and meetings in Minnesota and nationwide.  
Training/conferences/meetings may occur on weekends and after normal work hours.  
Update website as needed.  
Maintain confidentiality and professional ethics at all times.  
Understanding and sensitivity to Native American culture.  
Adhere to policies governing staff conduct.  
All other related duties as assigned.  
Must be a self-motivator.

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### Physical Requirements:

Position has both office and field duties.  
Some work is outside, must be able to work in all weather conditions.  
Able to lift and carry approximately 30lbs utilizing proper lifting techniques.  
Ability to safely operate a vehicle in various weather conditions.  
Can be extended times of sedentary work.  
Subject to internal working conditions.  
Non-smoking environment.

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*I understand the job description for the Environmental Specialist position. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with or without notice. I further understand that this job description is not a contract and does not guarantee employment for any specific period or amount of time. This job description will be revised periodically or as needed. Job Description Revised: 11/05/2021<sup>ds</sup>*

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Employee – print

sign

date

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Human Resources Representative – print

sign

date