

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Water Resources Program Manager

Department: Mashkiiziibii Natural Resources Department

Hourly Rate: Negotiable (DOQ) Full Time: 40Hrs/Week

Exempt: No/Hourly

Supervisor: Natural Resources Director/Deputy Director

Posting Date: Public

Opens: March 12, 2021

Closes: March 26, 2021, at 4:30 pm

Posting Date: Public

Opens: April 27, 2021

Closes: Open Until Filled



Summary: The Water Resources Program Manager will be responsible for managing the Water Resources Program within the Bad River Tribe's Natural Resources Department. The Water Resources Program focuses on protecting, enhancing, and restoring the quality of water resources on the Bad River Reservation through a variety of means, such as monitoring, implementing the Tribe's federally-approved water quality standards, implementing the Tribe's non-point source program, and conducting outreach on program's activities and water issues.

Essential Duties and Responsibilities include the following.

- Administer Water Resources Program including preparing and submitting grant/contract applications, managing budgets, scheduling fieldwork, tracking and evaluating progress in relation to goals and objectives defined in program work plans/contracts, writing semi-annual and final reports, updating technical documents.
- Supervise Water Resources Program staff including Wetland Specialist, Regulatory Specialist, and Water Resources Coordinator/Technicians. Approve weekly payroll, conduct annual performance reviews, provide direction in developing work plans.
- Plan and oversee chemical, biological, and physical monitoring of water resources by field staff including updating Quality Assurance Project Plans and Standard Operating Procedures for data collection efforts.
- Oversee implementation of Bad River Tribal Water Quality Standards (WQS) including Clean Water Act Section 401 Certification of federal permits and Antidegradation decisions. Coordinate triennial review of tribal Water Quality Standards.
- Oversee the Tribal Water Laboratory to ensure adherence to quality assurance/quality control protocols.
- Manage water resources data including preparing necessary data summaries and submissions.
- Implement the Lake Superior Beach Monitoring Project including coordinating routine and annual beach monitoring surveys, reviewing lab results, posting public beach advisories, coordinating public outreach events, and submitting annual reports.
- Implement the Tribe's Non-Point Source Management Plan (and updating as necessary) and addressing non-point source issues impacting, or having the potential to impact, tribal waters.
- Participate in calls and meetings with local and regional partners, including Lake Superior Partnership Working Group; work with partners to implement the Lake Superior Lakewide Management Plan.
- Plan and participate in outreach and educational activities to disseminate information about department efforts to protect, enhance, and restore water resources.
- Collaborate with other Natural Resources staff on activities and outreach to protect and restore manoomin.
- Identify new funding sources to address water resources needs and write grant proposals.
- Participate in department meetings.
- Additional duties as assigned by the Natural Resources Director or Deputy Director.

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

Education and/or Experience:

Required:

B.S. degree in Water Resources, Natural Resource Management, Biology, Hydrology, or a related field;
Two (2) years of relevant professional experience.
Supervisory experience.

Preferred:

Master's degree in Hydrology, Environmental Science, or another related field;
Three (3) to five (5) years of relevant professional experience;

Other Skills and Abilities:

Required:

- Must possess and maintain a valid driver's license and meet eligibility requirements for Tribal Insurance for the duration of employment.
- Experience successfully managing budgets, supervising staff, administering programs, and writing grants.
- Experience designing and implementing water resources monitoring programs including sampling for physical and chemical parameters, macroinvertebrate sampling, and habitat assessment.
- Experience developing quality assurance/quality control plans.
- Strong writing skills, including technical writing, grant proposals, and writing for non-scientists.
- Must be self-motivated, trustworthy, dependable, organized, skilled at multi-tasking, and possess excellent oral and written communication skills.
- Must be willing to occasionally travel to meetings, conferences, and/or training, and occasionally work long hours and/or evenings.

Preferred:

- Experience developing and implementing water quality standards;
- Proficiency in ArcGIS software and using GPS;
- Experience conducting outreach to increase public awareness of water resources issues;
- Experienced in conducting statistical analysis of water quality data
- Able to swim and operate motorized boats and ATVs safely;
- Familiarity and experience with tribal communities and/or Native American issues.

Background Check:

This position is contingent on the required ability to pass a Bad River background check.
This position requires a driver check, to meet eligibility for tribal insurance.

Language Skills:

Proficiency in Microsoft Office applications and using Excel to summarize, analyze and assess data, manage budgets, and other tasks.

Reasoning Ability:

Ability to work under pressure or stressful conditions.
Ability to work with minimal supervision.

Physical Demands: The physical demands described here are representative of those that must meet 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.

Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 30 lbs and/or carrying for short distances.

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.

This position is subject to primarily inside work and some outside work sometimes in inclement environments including hot buggy, and remote areas.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov