

# Leech Lake Band of Ojibwe

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## **Position Description:** Non-Point Source Pollution Coordinator

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**Division:** Division of Resource Management (DRM)

**Reports to:** Water Resources Manager

**Worksite:** Water Resources Program, Environmental Department, DRM

**Work Hours:** M-F, 8:00am to 4:30pm, some evenings as needed

**LLBO Status:** Non-exempt

**Safety Sensitive:** Yes

**License/Certification Requirements:** Valid MN Driver's License, current insurance or be insurable.

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**Summary:** Responsible for implementing and managing the Non-Point Source Pollution (NPS) Program and coordinating aspects of regional environmental compliance and policy related to NPS issues. Will also assist in activities associated with water quality and environmental monitoring.

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

A minimum of B.S. in Biology, Environmental Science, Chemistry, Natural Resources, or related field, or currently in final semester to obtain the aforementioned level of education required.

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

Experience with Microsoft Office applications (Word, Excel, Adobe Pro).

Able to tow and trailer a boat.

Ability to operate a variety of motorboats, rowboats and canoes.

Good oral and written communication skills and customer service skills.

Minimum of 1 year experience conducting field work and/or environmental monitoring.

Grant writing and management experience.

Experience in ArcGIS software.

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

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### **Supervisory Duties:**

None.

### **Duties/Responsibilities:**

Manage and build capacity for the NPS program and related grant funding responsibilities including plan writing and follow-thru with grant processing, budgeting, reporting, etc.

Develop and maintain NPS mitigation practices (erosion, runoff, rain gardens, etc.) as well as update and manage the LLBO NPS management plan.

Work collaboratively with the Water Resource Technicians and other departments as necessary on water quality related issues.

Prepare, implement and maintain all appropriate Quality assurance/Quality control plans.

Assist in collecting environmental samples (water and some ambient radiological), often in remote locations as well as maintaining associated databases.

Work and participate in the preparation of reports on collected data.

Supervise and participate in the development of water quality studies and monitoring programs, including analyses of water quality samples by other agency laboratories.

Responsible for interdepartmental liaisons as well as liaisons with federal, state, and local departments and agencies and providing technical and scientific interpretations and advice.

Contribute to the formulation of division and department policies.

Review and provide comment on local and regional environmental permitting.

Utilize GPS and GIS technology to assist in preparing area maps and reports.

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### Duties/Responsibilities (continued):

Conduct community outreach on NPS and compliance topics.  
Attend and or conduct all mandatory meetings and trainings as required.  
Maintain confidentiality and professional ethics at all times.  
Travel in and out of the state on a possibly regular basis.  
Understanding and sensitivity to Native American culture.  
Adhere to policies governing staff conduct.  
Other duties as assigned.

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### Physical Requirements:

Subject to both outside and office working conditions. Non-smoking environment.  
Office work will include:  
Sedentary work with some standing, reaching, kneeling and bending.  
Outside work will include:  
Ability to drive for prolonged periods is required.  
Ability to safely operate vehicles and watercraft in various weather conditions is required.  
Ability to trailer a variety of boats.  
Ability to lift and carry up to 45lbs. utilizing proper lifting techniques.  
Loading and unloading watercraft, often carrying equipment between sampling sites.  
Walking long distances over rough terrain.

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*I understand the job description for the Non-Point Source Pollution Coordinator 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: 11/03/2022ds*

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Employee – print

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date

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Human Resources Representative – print

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