**JOB DESCRIPTION**

**POSITION:** Air Quality Program Manager

**LOCATION:** Red Cliff Environmental Office

**SALARY:** $17.00-$20.00 per hour, dependent upon qualifications

**SUPERVISOR(S):** Environmental Director and TNR Division Administrator

**THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION THAT IS CONTINGENT UPON FUTURE FUNDING**

**JOB SUMMARY:** The Air Quality Program Manager will operate and maintain the Tribal Air Program and assist with the Solid Waste Program. This includes budget management and procurement of additional funding. Additional specific activities are listed below under duties and responsibilities. The information gathered will be used to protect the health and environment of the Red Cliff Community.

**DUTIES AND RESPONSIBILITIES:** The Air Quality Program Manager will:

1. Fulfill the tribes EPA Clean Air work plan requirements including: meeting grant deadlines, fulfilling report requirements, oversight of financial matters, drafting contracts, building programmatic capacity, and regular correspondence with US EPA.

2. Review and revise Quality Assurance Project Plans and Standard Operating Procedures as necessary and calibrate equipment.

3. Carry out assessments of indoor air quality in homes and tribal offices to evaluate moisture control issues, ventilation, and insulation problems. Checklists will be used to assess each building and the results of each will be added into a database. A report will be written for the homeowner, office manager, and/or other pertinent parties containing the results of the assessment, including things that can be done to improve indoor air quality.

4. Update ambient air’s basic source survey, collect PM 2.5 data, and update the air emissions inventory preparation using Tribal Emissions Inventory Software Solution (TEISS), which establishes baseline data for air pollution sources on Tribal lands.

5. Review and draft comments for on and off reservation permits relating to ambient air in collaboration with other tribal staff.

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6. Provide education and outreach regarding air quality to homeowners, tribal programs, and as opportunities arise.
7. Assist in community events, like Community Health Fair, Earth Day, tire/hazardous/waste collection activities, spill response, and Spring Clean Up.
8. Attend meetings with various internal, environmental, federal, state, and tribal agencies regarding Air Program activities.
9. Participate in air quality and safety trainings and workshops.
10. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Must have proficient knowledge of computers, computer programs such as Word and Excel. Must have knowledge of building construction. Must have basic knowledge of air quality.

QUALIFICATIONS:
1. Technical or Associates degree in a scientific or related discipline and 2+ years air quality experience is required.
2. Bachelor’s Degree preferred.
3. Good communication skills, both oral and written.
4. Applicant must have experience with narrative report writing and be able to type ~40 words per minute.
5. Must be able to attend training, at times out of town. Must be able to work independently.
6. Applicant must be able to work in various weather conditions.
7. Experience in working with tribal communities preferred.
8. This position must possess and maintain a current, valid Driver License. Must be eligible to be placed on the tribe’s vehicle insurance OR if not eligible must have access to a vehicle with appropriate vehicle insurance coverage, required.

PERSONAL CONTACTS: Tribal Administration and community members.

PHYSICAL REQUIREMENTS: Ability to carry light equipment and walk through buildings and maneuver in crawl spaces and attics. Be able to walk through uneven terrain in various weather conditions, bend and lift up to 50 lbs.

WORK ENVIRONMENT: Office and outdoor setting with a willingness to work outside the normal 8 to 5 hours, with potential for meetings to be after 4:30 p.m. Also various homes and buildings throughout the community. All tribal offices are smoke-free.

TRAVEL REQUIREMENTS: May be required to travel to and from various project sites. Be required to attend training and meetings both in state and out of state. Attend Tribal Council meetings as directed by supervisor.

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**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:
1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required; cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

**POSTING DATE:** October 4, 2021  
**DEADLINE:** Open Until Filled

**FOR FURTHER INFORMATION CONTACT:**  
Red Cliff Band of Lake Superior Chippewa  
Human Resources Department  
88455 Pike Road  
Bayfield, WI  54814  
www.redcliff-nsn.gov  
hr@redcliff-nsn.gov  
(715)779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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