

9/30

**POSITION DESCRIPTION**

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<b>POSITION:</b>	<b>AIR QUALITY AND ENVIRONMENTAL RESPONSE SPECIALIST</b>	
<b>LICENSED:</b>	NO	
<b>LOCATION:</b>	Bay Mills Indian Community	<b>STATUS:</b> Exempt
<b>REPORTS TO:</b>	Director of Biological Services	<b>GRADE:</b> DOE

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**POSITION SUMMARY:**

The Air Quality and Environmental Response Specialist will be responsible for the General Assistance Program. The GAP grant seeks to support, protect, and improve air, land, and water resources of the Bay Mills Indian Community Reservation through greater public participation and inter-departmental coordination.

The Air Quality and Environmental Response Specialist will be responsible for executing air quality, education and outreach projects, intergovernmental consultation and collaboration within the General Assistance Program (GAP). The GAP grant seeks to support, protect, and improve air, land, and water resources of the Bay Mills Indian Community Reservation through greater public participation and inter-departmental coordination. The Specialist is expected to pursue authority and development of an Air Quality Monitoring and Protection Program under the Clean Air Act Sections 103 and 105.

The Air Quality and Environmental Response specialist will develop an oil spill response workgroup; implement other oil and hazardous material spill prevention plans and policies. The specialist will advise on best management practices, and assist with environmental outreach and education for other departments. Assist with implementing various BMIC management plans and coordinating with other departments. The Specialist will be responsible for organizing pollution prevention activities and developing other activities pursuant to GAP goals. The Specialist will be responsible for data collection, entry, analysis and report writing. This position will assist with Green Infrastructure and Green Energy opportunities. The Air Quality and Environmental Response Specialist will also contribute to broader Tribal environmental priorities as needed or as documented in a joint EPA-Tribal Environmental Plan. The work plans include travel and training related to GAP efforts and providing support for other Bay Mills programs.

**ESSENTIAL FUNCTIONS:**

1. Administration and budget oversight of relevant grants, projects, and programs.
2. Report writing and work plan development of specific projects.
3. Assist with development and management of new and ongoing activities pursuant to the General Assistance Program.

4. Writing grants to further the air program, spill prevention in the community and to remedy pollution sources. Assist with grant writing to support the goals of the GAP work plan.
5. Development of spill prevention policies and oil spill response workgroup.
6. Help the community select and implement best management practices for nonpoint source pollution prevention or remediation, green infrastructure and green energy efforts.
7. Attend meetings and conference calls as a representative of Bay Mills Indian Community.
8. Interact with professionals from other Tribes, the EPA, and other federal, state, and local agencies
9. Review, analyze, and provide comment on environmental issues that may affect treaty or trust resources. Provide technical review and evaluation of management actions.
10. Develop education and outreach programs for the community.
11. Reporting to supervisors and the Executive Council.
12. Some oversight of technicians and interns as opportunities arise.
13. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Director.
14. Other duties may be assigned within the scope and complexity of this position's essential functions.

**PHYSICAL REQUIREMENTS:**

This position may require working during adverse weather conditions. Rarely, fieldwork and/or office duties may require the employee to begin early in the morning, work late into the evenings, and travel long distances. Lifting (> 20 pounds) will be required and the employee should be in good physical condition.

**POSITION REQUIREMENTS:**

1. Successful completion of at least a bachelor's degree in Air Quality, Environmental Science, Natural Resource Management, Chemistry or other related field
2. Understanding of basic environmental science principles
3. Understanding of pollution issues, and best management practices
4. Must have excellent written and verbal communication skills. Good technical writing, oral communication and presentation skills
5. Ability to work with partners and other agencies
6. Strong organization skills and ability to manage a diverse array of responsibilities/activities
7. Knowledge and experience in grant writing and management
8. Knowledge and experience in budget management and development
9. Experience using Microsoft Office suite (Outlook, Word, Excel, PowerPoint, Publisher)
10. Knowledge of GPS equipment and GIS software – ArcGIS Pro and a willingness to seek training
11. Experience planning and organizing volunteer or community events

12. Must be available for overnight travel and occasional weekend work
13. Must have an excellent past work record as demonstrated from reports from past employment references
14. Must have a valid driver's license with a good driving record
15. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description

**PREFERENCE:** Preference will be given to those individuals of Native American descent.

**CLOSING DATE:** September 30, 2022

**APPLY TO:** Please submit resume, cover letter, references and all college or university transcripts to: Jazlyn Walden-Parker, HR Generalist  
[jwparker@baymills.org](mailto:jwparker@baymills.org)

Subject: Air Quality and Environmental Response Specialist