



MISSISSIPPI BAND OF CHOCTAW INDIANS

OFFICE OF ENVIRONMENTAL PROTECTION

101 LAGOON ROAD - P. O. BOX 6010
CHOCTAW, MS 39350
PHONE: 601-663-7546 / FAX: 601-663-7587

POSITION ANNOUNCEMENT # 131164

POSITION TITLE: Solid Waste and Recycling Director
SALARY: Negotiable
EXEMPTION STATUS: Exempt
OPENING DATE: **MARCH 08, 2022** **MAR 08 2022**
CLOSING DATE: **MARCH 22, 2022 OR UNTIL FILLED**
SUPERVISOR: ENVIRONMENTAL DIRECTOR
JOB LOCATION: OFFICE OF ENVIRONMENTAL PROTECTION
PEARL RIVER COMMUNITY
CHOCTAW, MISSISSIPPI

GENERAL POSITION DESCRIPTION

This is supervisory level position involving the management of the Solid Waste and Recycling Center program. This position will be responsible for the administration and development of the solid waste and recycling program. This position will responsible for the routine application of management and scientific principles in the implementation the Tribal program for the control of solid waste and recycling such that the Tribal, State and Federal requirements are complied with regarding environmental issues such as water pollution, air pollution, and waste management. The Solid Waste and Recycling Director (SWRD) will be required to exhibit sound management, technical judgement, and competent supervisory skills in the execution of a wide range of solid waste and recycling activities implemented by the Office of Environmental Protection of the Mississippi Band of Choctaw Indians (MBCI). The SWRD shall have attained, through a combination of education and experience, the ability to provide program management and supervision of staff who perform and complete assigned duties within the solid waste and recycling program. The work requires the use of independent judgement in planning work details and making technical decisions.

DUTIES AND RESPONSIBILITIES

1. General: The SWRD facilitates compliance with Tribal and Federal laws and regulations and grant commitments. The incumbent will be the administrative/management level programmatic lead on solid waste and recycling projects. The SWRD will support the Environmental Director in the implementation of the MBCI Office of Environmental Protection's mission for the protection of Tribal members' health and the environment.

2. Programmatic Technical Activities:

- a. Ensure compliance with Tribal administrative requirements including financial and Human Resources.
 - b. Develops and implements solid waste and recycling programs, policies, and procedures.
 - c. Develops and implements training programs for staff in all aspects of the program for which the incumbent is the programmatic lead.
 - d. Identifies and develop markets and vendors for recyclables.
 - e. Coordinates shipments of recyclable materials to processing companies or recyclable shipping brokers.
 - f. Develops an enterprise-wide recycling program.
 - g. Oversees and facilitates recycling pickup and drop-off programs.
 - h. Ensures the efficient and safe operation of program's facilities.
 - i. Operates facilities to protect the environmental quality of air, water and soil.
 - j. Provides technical assistance to Tribal governmental officials, Tribal governmental entities and Tribal members on solid waste and recycling issues.
 - k. Will maintain a competent knowledge of Federal and Tribal air, water, and waste laws and regulations.
 - l. Answers questions concerning proper disposal options/requirements for solid waste and recyclables.
 - m. Participates in internal compliance assurance activities.
3. Document management: The SWRD will ensure that documents and records are maintained in the manner required by statute, policy, and grant commitments.
 4. Grants Management: The SWRD will identify grant opportunities and assist the Environmental Director in the application for grants. The SWRD will diligently satisfy programmatic work plan tasks on schedule, and actively seek to identify and facilitate compliance with grant requirements. The SWRD will assist the Environmental Director in the timely development and submittal of reports to the granting agency. Other responsibilities include, but are not limited to, communicating effectively with funding agencies, ensuring compliance with fiscal responsibilities regarding use of project and Tribal funds, and assisting in the preparation/submittal of project activity reports to funding source representatives and Tribal authorities.
 5. Outreach: The SWRD will assist in the development and delivery of presentations and outreach materials.
 6. Other Duties: Other duties may be assigned by the Environmental Director.

TRAVEL

Most travel will be limited to Tribal communities. Some overnight travel will be required to attend training sessions, meetings and other information gathering opportunities.

SUPERVISION

The SWRD will be supervised by the Environmental Director.

QUALIFICATIONS

Educational and Experience Requirements:

An Associates Degree from an accredited school, community college, or university in a curriculum in Business Administration or Environmental Sciences, or in a related field,

and,

at least 5 years' experience in recycling or waste management.

Special Qualifications:

Need to be proficient in Microsoft Office,

Have valid Driver's License,

Pass a drug test and Background Investigation

PHYSICAL REQUIREMENTS

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these on an as needed basis. Corrective devices may be used to meet physical requirements.

Moderate work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Speaking/hearing: Possesses the ability to give and receive information through speaking and listening

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel objects, tools, controls and computer key boards. The incumbent is frequently required to reach with hands and arms. The incumbent is frequently required to walk and stand.

COMPETENCIES

Public Sector Competencies:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness and respect for others.

Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work ethic: Is productive, diligent, conscientious and timely. Is a self-starter

Supervisory Competencies:

Demonstrates mature judgement and decision making in evaluating and managing subordinates.

Respects staff members and treats each in a fair and non-biased manner.

Respects and promotes diversity.

Promotes and ensures compliance with Tribal personnel policies

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the Tribe and is a good steward of the Tribal assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to details to achieve high level of performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform ones job. Knows the organizations mission and functions and how to fit into Tribal government.

Self-Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to new information and ideas.

Technical Competencies:

Technical Proficiency: Ability and willingness to become competent in the technical areas needed to do a specific job.

Reads, comprehends, evaluates, interprets, and implements federal, and Tribal laws. Policies, mandates, and regulations relating to professional and technical environmental engineering/science work. Reads evaluates, develops, and interprets technical documents and design drawings. Exhibits an understanding of, compliance with, and implementation of safety rules and regulations. Exhibits the ability to identify alternatives and make technical decisions. If the situation requires, makes sound decisions based on incomplete and conflicting information. Effectively utilizes enterprise-wide data and technical software needed to perform specific duties.

Recognizes the need for continued professional and technical development. Demonstrates proficiency in applicable technical areas based on the application of acquired knowledge. Effectively participates in training and continuing education.

Problem Solving and Decision Making: The ability and willingness to work with people and to solve problems in order to effectively complete assigned tasks.

Demonstrates the ability to anticipate potential, and identify existing problems. Uses problem solving tools to navigate to a practical solution. Analyzes the effects of decisions on stakeholders. Studies and evaluates problems/concerns; researches solutions; uses creative thinking, sound judgement, good decision making skills, and current information to provide both oral and written solutions to problems, stakeholder inquiries, and policy changes. Negotiates when necessary to resolve problems. Seeks to identify and resolve conflict situations, and effectively deals with difficult issues and people. Exhibits the ability to handle multiple issues and projects concurrently.

Communication: Shares information in writing or verbally.

Concise and correctly answers questions and/or explains conveys information to the public, agency, co-workers, management, contractors, vendors, and other entities. Asks appropriate questions to gain information needed to assist the public or provide information to the public, funding agencies, agency personnel or other entities. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as e-mails, reports, proposals, memoranda, contracts, grants, etc. Knowledgeably refers issues to appropriate agency or other personnel. Presents facts, financial documentation, or other information in written and/or oral form.

Functional Capability: Possesses or is capable of developing the specific knowledges and technical abilities needed to succeed.

Has ability to think analytically and exercise an analytical thinking process. Maintains regular contact with persons in other departments, entities, or other agencies to coordinate activities, to resolve problems, to furnish or obtain information and to explain policies, procedures, grant requirements, and regulations.

Technical: Is proficient with computers and in operating equipment applicable to position.

Is proficient in using computer hardware and software to complete assigned tasks, meet agency goals, and produce required products. Possesses functional knowledge of software products that could include, but is not limited to, the following: Windows 10, MS Office, or equivalent.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350