



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

Job Announcement #: 156433
Temporary Casual Full-Time

POSITION TITLE: Solid Waste and Recycling Biodiesel Operations Manager
SALARY: Negotiable
EXEMPTION STATUS: Non-exempt
OPENING DATE: ~~MARCH 20, 2026~~ MAR 20 2026
CLOSING DATE: APRIL 03, 2026 OR UNTIL FILLED
SUPERVISOR: Solid Waste and Recycling Director
JOB LOCATION: OFFICE OF ENVIRONMENTAL PROTECTION/SOLID WASTE and RECYCLING CENTER
PEARL RIVER COMMUNITY
CHOCTAW, MISSISSIPPI

GENERAL POSITION DESCRIPTION

This is an operations managing position with some supervisory responsibility. This position will be responsible for day-to-day facilitation of the operations of the Solid Waste and Recycling Biodiesel program.

DUTIES AND RESPONSIBILITIES

1. **General:** The Solid Waste and Recycling Biodiesel Operations Manager (SWRBOM) position is responsible for hands-on facilitation of Biodiesel facility and general operations of the Solid Waste and Recycling activities of the facility.
2. **Programmatic Technical Activities:**
 - a. Manages, operates and maintains the Biodiesel facilities.
 - b. Ensure the collection of materials from designated areas throughout the Tribal areas.
 - c. Ensure compliance with the Solid Waste and Recycling programs policies, and procedures.
 - d. Assists the SWRD in the training programs for staff.
 - e. Assists in the facilitation of shipments of recyclable materials to processing companies or recyclable shipping brokers.
 - f. Facilitates the efficient and safe operation of program's facilities.
 - g. Operates facilities to protect the environmental quality of air, water, and soil.

- h. Provides technical assistance to Tribal governmental officials, Tribal governmental entities and Tribal members on solid waste and recycling issues.
 - i. Assists the SWRD in the supervision of solid waste and recycling staff.
 - j. Ensures care in the proper handling and use of equipment and supplies.
 - k. Operates a variety of solid waste and recycling equipment and vehicles such as baling machines, forklifts, and trucks.
3. Outreach: Will assist The SWRD in the development and delivery of presentations and outreach materials.
4. Other Duties: Other duties may be assigned by the Solid Waste and Recycling 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

SWRBOM will be supervised by the Solid Waste and Recycling Director.

QUALIFICATIONS

Educational and Experience Requirements:

High school diploma or GED

and,

at least 5 years' applicable work experience.

Special Qualifications:

Have and maintain a valid Mississippi Class A Commercial Driver's License,

Pass a drug test and Background Investigation

Have and maintain vehicle operation liability insurance

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

- Knowledge of recycling policies, and procedures.
- Ability to follow and understand safety procedures.
- Knowledge of light equipment operation and /or maintenance.
- Excellent interpersonal and customer skills.
- Supervisory and leadership skills.
- Complete and maintain OSHA training

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