



PYRAMID LAKE PAIUTE TRIBE

PO BOX 256
NIXON, NEVADA 89424

JOB ANNOUNCEMENT

WATER QUALITY MANAGER

Natural Resources Department, Nixon, NV
\$61,443.20 - \$67,766.40 Regular, Full-Time, Exempt
Class Code: 534, Grade 20, Step 1-3; DOE

Date Posted: 02/04/2025.

OPEN UNTIL FILLED

DEFINITION: Under the direct supervision of the Environmental Director, performs specific objective and work plan activities under federally funded environmental grants. Performs highly responsible management duties in the areas of planning and administration of the water quality monitoring and water quality standards programs. Studies environmental needs to establish and develop water quality regulations that safeguard human health and surface water quality within the Pyramid Lake Indian Reservation. Areas of responsibility include oversight and management over all water quality monitoring programs, quality assurance project plans, staff, and grants needed to maintain the programs.

DUTIES & RESPONSIBILITIES:

- Direct and supervise the work of program staff within the Pyramid Lake, streams, Truckee River, non-point source, and wetland water quality monitoring programs including proper functioning, physical habitat/ bio-assessments, and restoration projects.
- Oversee grants, grant reports, data collection and entry into WQX/STORET database. Oversee development and submission of annual water quality assessment reports.
- Administer and implement grants pertaining to the water quality standards and water quality monitoring programs. Work with the tribal Finance and Grants departments and respective funding agencies on the application, administration and maintenance of grants. Monitor the progress of program objectives as specified in grant documents, contracts, and agreements. Develop and submit progress and final program reports and deliverables to grants Project Officer.
- Act as a liaison between the Pyramid Lake Paiute Tribe, and the cities, counties, local governments and the U. S. Environmental Protection Agency regarding all water quality related matters.
- Assist in prioritizing topic areas research and water quality data resources to make appropriate recommendations and report findings to the Pyramid Lake Paiute Tribal Council.
- Assist in the review of proposed economic development projects and activities within the Pyramid Lake Indian Reservation boundaries and assist in issuing reports on the positive and adverse consequences of the proposed actions as it pertains to water quality.
- Identify and address potential water quality impacts or required National Pollutant Discharge Elimination System permits which may affect the reservation whether on or off the Reservation and makes recommendations to the Environmental Director, Tribal Chairman, Interdisciplinary team, and/or the Tribal Council and ensures NPDES and grant compliance.
- Maintain collaborative working relationships with local environmental agencies and groups by assisting local public, private and non-profit partners with outreach program development, issue awareness through public education and outreach, implementation, committees and task forces that further the protection of water quality.
- Manage the procurement of equipment and supplies within grant guidelines. Assist in maintaining computers, office equipment, supplies, and upgrades as needed for a fully functional office operation, maintaining compliance with all tribal and federal procurement standards and policies. Provide documentation of equipment purchased with grant funds to grants Project Officer.
- Assist in developing appropriate environmental documents to comply with water quality program requirements, which include reviewing existing program standards; researching, compiling, and verifying available data; analyzing data and trends; proposing new or revised water quality standards and communicating new standards to the public; justifying with fact sheets and discussion as required.

DUTIES AND RESPONSIBILITIES cont.:

- Assist in researching, developing, and/or upgrading Tribal codes and ordinances pertinent to environmental protection and material resource issues and submits to the immediate supervisor for approval and processing, and follows the process for enactment and enforcement.
- Assist with coordinating training and workshops in specific environmental topics and make presentations in conjunction with workshop speakers; assist in identifying qualified environmental professionals, and in conducting informational seminars/workshops as needed.
- Assist in preparing technical environmental impact and remedial reports relating to water quality.
- Coordinate and assist with grant funding proposals for new sources of funding as well as ongoing grants, as directed by the Tribal Council.
- Coordinate with other Tribal departments and organizations involved in environmental protection and water quality issues; promote teamwork and consistent policy; provide accurate flow of information.
- Assist in arranging contracts of consultants for services in specialized environmental areas and impact studies and maintaining the website for water quality monitoring programs.
- Provide monthly written reports to the Environmental Director and Tribal Council regarding financial and programmatic aspects of the water quality monitoring programs.
- Assist in developing workshop materials, booklets, videos, pamphlets and newsletter articles for distribution to Tribal membership and the general public relating to water quality.
- Perform other related duties as required or assigned.

MINIMUM QUALIFICATIONS:

- Knowledge of: Indian communities and their organizational structure and basic understanding of Indian law principles related to jurisdiction; existing tribal water quality standards, ordinances, regulations, and Indian policy by the federal agencies; extensive background in grant administration and reporting; principles of biology, environmental math, water chemistry, and scientific principles of air, water, soil, and their role in an ecosystem; Federal Codes of Regulation (CFR) and federal statutes (Clean Water Act and Clean Air Act) in air, water, water quality standards, non-point source pollution, solid waste, hazmat, and other environmental areas.
- Ability to: work with minimal supervision and work in a professional manner to plan, organize, coordinate, and direct multidisciplinary work efforts; utilize and assimilate all statistical, geographical and other forms of data related to environmental assessment surveys for the writing of environmental documents in preparation for the work plan activities.
- Skilled in written and oral communication skills; computer and software skills working with Windows based programs including word-processing, spreadsheets, and databases; familiarity with the Internet is desired; technical and analytical skills to interpret technical environmental reports and data; multi-component environmental expertise, cross-media ability and knowledge in air, water, soil, solid waste, hazmat, and other natural resources.
- Must possess a valid driver's license and reliable transportation and must be able to travel extensively.
- Must complete and pass a pre-employment background and drug-test.

REQUIRED EXPERIENCE & TRAINING:

Graduation from an accredited college or university with a bachelor's degree in biology, Chemistry, Environmental Science or a science related field and four years of demonstrated experience in an environment-related field or any combination of experience, education, training or other preparation which would indicate possession of the required knowledge, abilities and skills outlined above. Related education and experience may be interchangeable on a year for year basis. At least three (3) years of supervisory experience, with the ability to supervise subordinate staff and work effectively with Tribal leaders, staff and federal governmental representatives.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, Extension 1132.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.