



Eastern Band of Cherokee Indians

ENVIRONMENTAL COMPLIANCE SPECIALIST

Position Description

Program:	Office of Environmental & Natural Resources	Reports to:	Supervisor – Regulatory Compliance
Division:	Operations	Position Number:	932537502
Classification:	Non - Exempt	Revision Date:	12/19/2023
Pay Level:	12	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

The Environmental Compliance Specialist will be responsible for compliance inspections and enforcement of the Eastern Band of Cherokee Indians' Environmental Ordinances as well as any local, state, and/or federal environmental regulations that are applicable to the Tribe.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Performs compliance inspections and enforcement of regulations/statutes applicable to the Eastern Band of Cherokee Indians.
- Issues stop-work orders and coordinates regulatory actions within the EBCI legal and law enforcement system.
- Assists in the development of strategies, guidance, or policies to assure protection of resources.
- Establishes, conducts, and maintains active and effective working relationships with various federal, state and local entities that play a role in the policy and regulatory aspects of environmental protection.
- Provides training and technical support to Tribal program officials. Assists in outreach activities.
- Performs work in a manner to best utilize time and resources of the department.
- Maintains files and records as required by position.
- Performs other job duties as required by supervisor.
- Completes and maintains accurate time sheets.
- Travels as required on a periodic basis to attend training and represent the Tribe.
- Maintains certifications and obtains new ones that apply to environmental compliance and natural resource management (i.e., Certified Flood Plain Manager/CPESC/CPESQ/Wetland delineation and others as directed by supervisor).

Scope of Supervision:

This position is not responsible for supervising others. Works under the general supervision of the Natural Resources Manager. Works well with little supervision. Follows well-defined policies and procedures when performing job duties. Must respond to and address regulatory issues that arise in a timely manner and record issues in a well-organized format.

MINIMUM MANDATORY QUALIFICATIONS

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Experience:	One (1) year of related experience required.
Education:	Bachelor's Degree in related field required.
Licenses & Certifications:	Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must have moderate knowledge of federal, state, and local environmental laws and regulatory compliance processes related to the protection of Tribal lands.
- Must represent the Tribe in a positive manner to outside agencies and organizations.
- Employee will need to possess exceptional written and oral communication skills.
- Must be able to work independently and as a member of a team.

Safety/Accuracy Focus:

High levels of accuracy are required when approaching other officials and the general public with regards to regulatory enforcement. Incorrect procedures could diminish the employee's ability to effectively address resource management issues on Tribal lands.

Key Relationships:

Internal contacts occur on a regular basis with co-workers, Environmental Supervisor and Natural Resources Manager. External contacts include federal and state regulators, construction contractors, engineering firms, business owners, homeowners, suppliers, general public, Tribal Council and other Tribal programs.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Has access to departmental memos, grant agreements, and other Tribal correspondence considered confidential. A moderate degree of discretion must be used when considering what information should be shared. Must adhere to Tribal confidentiality policies while performing job duties.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Follows well-defined guidelines and procedures as outlined by federal, state, local and Tribal codes, laws, ordinances. Must possess ability to tactfully carry out a variety of contacts with the public, including potentially stressful interactions. Must keep daily log of activities. Must be able to prepare documents based on fieldwork that are accurate and complete.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment: Works in a normal business office environment as well as outside in all weather conditions while performing job duties. Job requires work in and around streams, construction areas, and wooded areas. Indoor hazards include normal problems associated with office work. Outdoor hazards include weather, insect stings, snakebites, plant reactions, etc.

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**Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Employee must be in good shape as this job requires extensive walking/hiking/wading. Employee may at times spend a moderate amount of time within the office generating reports and other related duties as required by the job.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background
Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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ACKNOWLEDGMENT

I have reviewed the content of the **Environmental Compliance Specialist** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date