

**BRISTOL BAY NATIVE ASSOCIATION  
POSITION DESCRIPTION**

**POSITION TITLE: Contaminated Sites Coordinator**

**OBJECTIVE:** Coordinate with Bristol Bay communities and other entities to assess, clean up, and redevelop contaminated sites, referred to as “Brownfields”.

**QUALIFICATIONS:**

Job qualifications are stated below as Essential Job Results. The Essential Job Results are what the employee must be able to accomplish in order to be competent in the job. Candidates must demonstrate their ability to accomplish these results. **Job knowledge / documentation required.** Bachelor’s Degree in Environmental Sciences or similar field preferred. Relevant work experience may be substituted at BBNA discretion. Strong writing skills and proficiency with word processing and database software programs are required. Familiarity with the Bristol Bay region and ability to communicate with local governments in the region and with state and federal agencies is especially important. Ability to work independently and accomplish job results with minimal supervision.

**ESSENTIAL JOB RESULTS**

**Implements BBNA’s 128a Tribal Response Program**

*by*

- Identifying and cataloging potential Brownfield sites from existing tribal sources, through new outreach, and on-site surveys that may include sites within the region but outside of particular villages;
- Developing a regional Brownfield site inventory and database and managing a public record of sites addressed and proposed to be addressed by the state cleanup program;
- Coordinating site evaluation and initiating assessment activities that will enable BBNA and the tribes to prioritize sites in accordance with their potential economic value and their level of severity (and other factors), and ultimately to facilitate cleanup activities;
- Coordinating with villages to incorporate information into the Alaska Department of Environmental Conservation (ADEC) Brownfield abandoned contaminated sites database.
- Assisting the ADEC with site-specific Brownfield assessments (i.e., providing background, history, maps, etc.).
- Coordinating with the tribes and ADEC/EPA to identify sites that are ready for environmental audit, Phase 1 environmental site assessment, or site characterization.
- Assisting tribes in writing applications for ADEC/EPA environmental services for eligible brownfield sites.
- Sponsoring and/or participating in public workshops and meetings, creating and maintaining outreach materials (e.g. newsletter, webpage content/updates on BBNA website) designed to educate communities in the region about the program, funding opportunities, and other relevant information.
- Monitoring and responding to federal and state environmental issues.

**Provide Fiscal management**

*by*

- Coordinating with supervisor on budgetary and contractual obligations for Brownfields

Program Cooperative Agreement, including timely and accurate quarterly progress narrative reports to EPA and financial reports upon grant closeout.

- Develop internal administrative planning and tracking for specified tasks, including quarterly accounting analyses.
- Prepare a State and Tribal Response Program (STRP) work plan and funding request for next grant cycle.

#### **Keeps Management Informed**

*by*

- Establishing a relationship with village councils and tribal environmental program staff through which they are able to communicate their needs and concerns relative to Brownfield site assessments, cleanups, and redevelopment.
- Submitting comprehensive monthly reports to Natural Resources Department Director.
- Prepare draft quarterly reports for Environmental Program Manager to finalize for submission to the EPA Brownfields Program Officer.
- Preparing program goals, activities and outcomes for inclusion in Natural Resources Department annual operating plan as well as mid-year and annual reports.
- Developing and /maintaining a system for retrieving data and files.

#### **Travel in and out of region**

*by*

- Scheduling well planned trips to provide services to Tribes and that are responsive to requests for on-site assistance.
- Participating in conferences and workshops designed to ensure communications and exchange of significant information between tribal, state and federal agencies, and other organizations.

#### **Monitors and improves program and service quality.**

*by*

- Participating in EPA teleconferences and meetings specific to work-plan development and policies as well as in-state Brownfield program technical assistance meetings and other trainings via webcast or on-site as they occur.
- Preparing presentations, handouts and other outreach materials to educate and involve villages in addressing Brownfields.
- Participating on BBNA project planning teams, such as community planning groups, conference planning groups, and devising ways to improve overall effectiveness of program.

#### **Protects program integrity and client privacy**

*by*

- Abiding by BBNA's policies in regard to confidential information and keeping any confidential information gained through employment at BBNA absolutely confidential during and after this employment.
- Follow protocol regarding the treatment of and inclusion of sensitive tribal information to be incorporated into inventory of potential Brownfield sites.

#### **Contributes to the overall team effort**

*by*

- Welcoming new and different work requirements, exploring new opportunities to add value

to the organization, and, helping others accomplish related job results as and where needed.

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**WAGE:** (\$42,666/yr-\$58,656/yr) \$21.88/hr -30.08/hr

**REPORTS TO:** Environmental Program Manager

**DUTY STATION:** Dillingham Central Office

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Employee Signature

Date

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Environmental Program Manager

Date

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Director of Natural Resources

Date

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Director of Human Resources

Date

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President/Chief Executive Officer

Date