

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION**

**PO BOX 278**

**PABLO MT 59855**

**406-675-2700**

**PERSONNEL OFFICE FAX: 406/226-2562**

**WEBSITE ADDRESS: [cskt.org/personnel](http://cskt.org/personnel)**

**E-mail: [sherry.dupuis@cskt.org](mailto:sherry.dupuis@cskt.org)**

**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Solid Hazardous Waste & Recycling Coordinator

**LOCATION:** Division of Environmental Protection  
Natural Resources Department - Polson, MT

**SALARY:** \$22.92 to \$26.34 per hour; including Benefits: Health Insurance, Life Insurance, Retirement, Long-term Disability, and PTO & Paid Holidays

**CLOSING DATE:** Monday, April 28, 2025 at 5:30pm

**SPECIAL CONDITIONS:**

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** The Solid Hazardous Waste (SHW) & Recycling Coordinator is a full-time specialized technical position responsible for preparation of management plans, assessments, reports and data collection.

**DUTIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

- Implementation of Environmental Protection Agency (EPA) Grants.
- Prepare technical and non-technical documents and graphic materials including education outreach materials, monitoring plans, data assessments, and grant applications using professionally accepted techniques.
- Participate in interdisciplinary Tribal efforts and represent the Solid Hazardous Waste/Brownfields Tribal Response Program at various meetings, community outreach, and educational platforms; as part of participation, prepare technical support correspondence and documentation.
- Preparation of solid hazardous waste and recycling assessment reports.
- Coordinates all recycling data collection activities on the Flathead Indian Reservation.
- Coordinates the entering of data into the Tribal Natural Resources Department Data Base System.
- Coordinate nine recycling collection facilities on the Flathead Reservation.
- Enhance five common illegal dump sites with security monitoring measures.
- Coordinate quarterly community white goods pickups for the duration of the grant.
- Research end-market support of a permanent, sustainable program.
- Coordinate a mercury bulb crushing center with connection to identified markets for collected mercury.
- Coordinate a tire shredding center with connection to markets and donation opportunities for shredded tires.
- Coordinate a composting center with service partnerships.

- Evaluates proposed activities, potentially affecting Reservation water, lands and environment.
- Assists in Tribes' development and revision of solid hazardous waste and recycling practices.
- Assists in the updating of the Tribes' Integrated Waste Management Plan (IWMP).
- Coordinates work between the Solid Hazardous Waste Program, Tribal Lands Department, and the Tribe as a whole, to improve recycling efforts as needed.
- Interact and coordinate with other relevant Tribal programs according to current Tribal goals and objectives with appropriate Federal, State and local government agencies.
- Preferred experience in developing and implementing organizational programs including community organization, or any equivalent combination of experience which provides leadership, writing comprehensive plans, motivate diverse interest groups and create long-term working relationships with all available community resources.
- Have good leadership, interpersonal, written and verbal communication skills.
- Investigate the potential for implementation for Tribal goals and objectives guided by the provision of the Resource Conservation and Recovery Act (RCRA) for hazardous waste management, and regulatory options with appropriate Federal and Tribal laws and policies and Federal solid waste management laws.
- Overall reduction of illegal dumping, a decrease of bulky waste items, removal of blight and decreased methane production.
- Performs other duties as required within the Natural Resources Department.

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):**

- A Bachelor's degree is preferred **or** at least two (2) years' experience in natural resources and/or recycling data collection.
- Knowledge of recycling principles and procedures; general knowledge and understanding of Tribal goals and objectives with appropriate federal, state and local government agencies.
- Skills in the use of GIS software and computer-based data management programs.
- Excellent knowledge of the geography and community population of the Flathead Reservation.
- Understanding the legal and regulatory framework for solid and/or hazardous waste management and Resource Conservation and Recovery Act (RCRA) and other appropriate Federal and Tribal laws and policies.
- Skilled in the analysis and presentation of environmental information using professionally accepted techniques.
- Must possess a valid driver's license.
- Must wear Tribal Government identification and safety apparel when conducting field activities.

➤ **FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.**

**SUBMIT:**

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copy of relevant academic transcripts and/or certificates.
3. Copy of valid driver's license.
4. Proof of enrollment in a Federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, PO Box 278, Pablo MT 59855, at 406/675-2700 Ext. 1040.

**FOR MORE INFORMATION:** Contact MaryRose Morigeau, SHW Specialist II, at 406/675-2700 Ext. 7215.