



**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
[karenj@spiritalakenation.com](mailto:karenj@spiritalakenation.com)

<b>Job Title:</b>	<b>Compliance Officer</b>	<b>Open Date:</b>	<b>August 4, 2021</b>
<b>SLT Program:</b>	<b>EPA/Tribal Health</b>	<b>Close Date:</b>	<b>Until filled</b>

**Position Objective: Designated to as the civil enforcement agency, entrusted with the duty and responsibility of ensuring compliance by all Persons under this code for the proper treatment, storage and disposal of solid and hazardous waste on the Reservation and ensuring proper responses to spills or releases of hazardous substances, pollutants or contaminants within the Reservation.**

**Major Duties & Responsibilities:**

- Monitoring, inspecting and ensuring entities and persons covered by the Title 16 Law and Order Code are in compliance to include the management handling, treatment, storage, transfer and disposal of solid, special and hazardous waste and the investigation, assessment and remediation of releases or contamination.
- Obtain any information, including records and reports, from any owner or operator necessary to determine whether the owner or operator complies with this Code.
- Conduct any independent monitoring or testing necessary to ensure that owners or operators are in compliance with this Code.
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- Enter any site or premises subject to the tribal permit program or at which records relevant to the regulated activity or facility.
- Review and reproduce any records relevant to the regulated activity or facility.
- Make video or photographic record of any regulated activity or facility.
- Inspect at any time any site or premises at which regulated activities are conducted and make photographic, video or other records of information obtained during the inspection.
- Investigate the activities of any solid waste disposal, transfer, storage facility or collection and transportation service in order to determine compliance with this Code or to verify information obtained from the owner or operator.
- Conduct any and all independent tests or sampling necessary to verify the adequacy of methods (including sampling) used by owners or operators or responsible part to provide information to the Tribe or determine compliance with this Act, including, but not limited to, testing and inspection any equipment used by the owners or operator or responsible part to test, sample, or obtain information.
- Interview person employed in the operation of any regulated facility or service subject to the requirements of this Code.
- Receive and record information submitted by any persons concerning any regulated activity or facility. If requested, the Compliance Officer shall provide a written response to any person providing such information with 60 days of request.

- Ensuring the design, construction, operation, monitoring after closure of solid waste facilities are in compliance with this Code.
- Ensuring compliance with permits or orders issued under this Code and developing procedures for carrying out a permit compliance and inspection program, including but not limited to requiring operators file report with the compliance officer in order to monitor solid waste handling, treatment, storage, transfer and disposal within the Reservation.
- In the event of an accidental release or spill of a hazardous substance, pollutant or contaminant to the air, land or water or groundwater of the Reservation resulting in a potential threat to the public health, welfare, or the environment within the boundaries of the Reservation ensure compliance with the notification and response requirements of this Act and ensure the appropriate entity addresses the immediate and long term impact of the releases or spill to include all necessary containment, remediation, assessment of impact and long term monitoring.
- Ensure compliance with the remediation requirements of this Act by owners, operator, or other parties responsible for releases of hazardous substances, pollutants or contaminants on or from a property or site resulting in contamination to uncle Remedial Assessment Agreements, Remediation Agreements, Remediation Orders, No further action letter or certification of completion.
- Ensuring compliance with Tribal Institutional Controls or land use restrictions.
- Conducting community outreach and education on the requirements and means of compliance with this Act.
- Recommending the Tribal Council such contracts as deemed necessary, for the accomplishment of essential compliance and enforcement services and/or for the investigation, assessment, or remediation of releases of solid or hazardous waste, hazardous substances, pollutants or contaminants with the Reservation, to include open dumping of solid waste, provided that the Compliance Officer monitors all such contract for the Tribe.
- Seeking grants or other sources of funding support such efforts and may cause to be undertaken analyses and studies regarding the best methods for safe solid waste handling, treatments, storage, transfer or disposal within the Reservation. Or the investigation, assessment or remediation of releases of solid or hazardous waste, hazardous substance, pollutants or contaminants within the Reservation, to include open dumping of solid waste. Such a program may include private sector or federal government entities participation in this effort.

#### **Qualifications, Experience and education required:**

- Must be dependable and to work unsupervised toward given objectives.
- Preferably Environmental or Criminal Justice related field or background.
- Must be able to travel.
- Must Possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT driving Policy
- Must be able to lift 50lbs or more.
- Will work under the direct supervision of the Health and EPA Director.

**Preference will be offered to enrolled members of the Spirit Lake Tribe and will utilize TERO guidelines for hiring.**

<b>Job Role:</b>	Compliance Officer	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Exempt/Non-exempt</b>			
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Tribal EPA and Health Director
<b>Hourly Rate:</b>	\$16.00/hour	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0635	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	<p>Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.</p>		