

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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VACANCY ANNOUNCEMENT

POSITION: Environmental Project Manager (1)
PROGRAM: Planning and Development Program
DEPARTMENT: Administration
LOCATION: Concho, OK
ISSUE DATE: January 12, 2026

OPEN UNTIL FILLED

GENERAL DESCRIPTION

Under the general supervision of the Planning and Development Director, the incumbent will be responsible for conducting a comprehensive vulnerability assessment focused on the environmental, infrastructural, and social risks impacting the Cheyenne and Arapaho Tribes.

DUTIES AND RESPONSIBILITIES

This list is intended to demonstrate a variety of office and field-work duties that may be performed. Should specific statements be omitted, it does not exclude them from the position if the work is related to the position.

- Identifies vulnerabilities stemming from climate change, such as droughts, soil erosion, water infrastructure failure, and impacts on cultural resources.
- Evaluates risks to sacred sites and natural ecosystems to ensure cultural preservation while planning for climate adaptation
- Aligns tribal resources with climate adaption strategies to promote sustainable development and support the Tribes' economic goals by addressing critical vulnerabilities
- Conducts a thorough assessment of environmental risks related to climate change, including impacts on water, energy, and transportation systems as well as cultural sites and ecological resources
- Develop actionable strategies for mitigating vulnerabilities, focusing on infrastructure improvements and economic resilience planning
- Builds capacity within the tribal government to manage and mitigate risks through knowledge transfer, training, and data-driven planning
- Demonstrates attention to detail and performs other work related duties as assigned.

- Reviews all construction documents (i.e. schematic designs, construction drawings, plans and specifications) for comments and revisions.
- Reviews schedules, project budgets, change orders, pay application and schedule of values for accuracy and approval.
- Coordinate and maintains all project update meetings (weekly, bi-weekly or monthly) for assigned construction projects.
- Reviews all Meeting Minutes for project update meetings for accuracy and final approval.
- Reviews safety regulations for assigned project for compliance.
- Record and notify tribal need-based findings to the Director.
- Participates in community problem-solving and strategic planning efforts pertaining to project.
- Assists with the location and recording of right-of-way and easements with all utility companies including gas, water, electric, sewer, and telephone and internet data lines.
- Reports to Federal Entities on progress of the project and/or how funding is being spent
- Communicates and collaborates with external environmental experts and consultants to ensure a scientifically sound study
- Research and identify projects benefiting the Tribes within the contract limitations

REQUIREMENTS

- Associates Degree required , or three (3) years' experience in environmental science or related field.
- Compile water resource data, using geographic information systems (GIS) or
- global position systems (GPS) software
- A strong understanding of state and federal environmental laws, water quality regulations, and water treatment processes.
- The ability to research, compile, analyze, and interpret data, and apply statistical methods or computer modeling techniques
- Valid Class C Oklahoma driver's license.
- Native American preference; tribal member preferred
- Must possess ability to work well with management, other departments, tribal members, the general public and vendors.
- Strong client communication and teamwork skills.
- Office and administrative practices and procedures.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandrapaho-nsn.gov

Office (405) 422-7498

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Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website
at: www.cheyenneandrapaho-nsn.gov