



## KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/careers](http://kiowatribe.org/careers)

<b>Job Opportunity:</b> KTJA-24-008	<b>Opens:</b> 10/10/2023
<b>Position Title:</b> Natural Resources Project Manager	<b>Closes:</b> 10/25/2023
<b>Salary Rate:</b> \$24.00 to \$27.00/Non-Exempt	<b>Duty Location:</b> Anadarko, OK

### JOB SUMMARY

The Natural Resources Project Manager will play a pivotal role in the successful execution of projects aimed at addressing environmental concerns related to orphaned oil and gas wells for the Kiowa Tribes Orphan Well Program. Knowledge of ArcGIS software will assist in properly planning for remediation and future projects.

**Goal:** The Project Manager oversees all aspects of projects, ensuring the safe completion, the project stays within budget, in addition to the compliance and regulatory requirements.

**Reports To:** Director of Natural Resources

### HOW TO QUALIFY FOR THE JOB

**Educational Requirements:** Bachelor's degree in environmental science, Engineering, Project Management, or any related field. (Master's degree, preferred)

- Develop comprehensive project plans, including scope, timelines, budgets, and resource allocation.
- Collaborate with regulatory authorities, landowners, and community stakeholders to obtain necessary permits and approvals.
- Ensure compliance with environmental regulations, health and safety standards, and industry best practices.
- Monitor projects progress, track milestones, and proactively identify and address issues and risks.
- Oversees environmental assessments and remediation activities to minimize the impact of orphan wells on the environment.
- Adheres to and follows all Tribal policies and procedures.

### EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (14) Paid Holidays      Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, when you enroll

### WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma State Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Possessing strong leadership skills and project management skills will be essential in managing a team, liaising with stakeholders, and delivering positive environmental outcomes.
- Familiarity with regulatory requirements related to well abandonment, site remediation and/or the oil and gas industry preferred.
- Submit to and pass a pre-employment background check and pre-employment drug test.

**HOW TO APPLY:** Submit a Kiowa Tribe application + Copy of valid Oklahoma Drivers' license + Copy of Indian Preference form BIA-4432.

**SUBMIT TO:** [HR@kiowatribe.org](mailto:HR@kiowatribe.org) or

**DROP OFF AT:** 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

*Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.*