Department of the Interior
BUREAU OF INDIAN AFFAIRS

VACANCY ANNOUNCEMENT
CLOSING DATE: May 1, 2026

Position Title: **Project Manager**
Billet Level: **O-5 Billet (Full Promotion Potential)**
Non-Supervisory
Duty Station: **Negotiable subject to space availability and cost within the Western Region**

POSITION DESCRIPTION:
The Department of the Interior – Bureau of Indian Affairs (BIA), Western Region is recruiting a Commissioned Corps officer to fill 1 cross-functional Project Manager position within the Division of Environmental, Safety, and Cultural Resources Management (DESCRM) and the Division of Facilities Management with a duty station in the Western Region (AZ, NV, UT, ID, CA).

The mission of the BIA is to enhance the quality of life, to promote economic opportunity, and to carry out the responsibility to protect and improve the trust assets of American Indians, Indian tribes and Alaska Natives. We will accomplish this through the delivery of quality services, maintaining government-to-government relationships within the spirit of Indian Self-Determination.

The incumbent contributes to the mission of this Office by providing environmental project management, facilities maintenance project management, inspections, and technical assistance to Tribal staff and field agency personnel in the implementation of the DESCRM and Facilities Management programs.

The Project Manager serves as a technical advisor for environmental management topics such as drinking water quality, wastewater management, air quality, asbestos, lead, radiation and radon, pest management, and hazardous materials. The incumbent leads efforts to ensure that environmental conditions at BIA facilities and on Tribal Trust lands meet applicable federal standards (e.g., Safe Drinking Water Act) and advocates best management practices in the administration of facility/environmental programs. The incumbent works closely with:

- BIA Senior Officials, Regulatory Agencies, Independent Contractors
- BIA facilities, Safety and Environmental Program Staff
- Tribal Facility Managers/Program Managers
- Tribal Partners Operating under IA Grants/Contracts
- Federal agency partners, such as Environmental Protection Agency, Indian Health Service, Department of Interior, etc.

MAJOR DUTIES AND RESPONSIBILITIES:
This position is responsible for the planning, design, construction, oversight and implementation of projects which assess, cleanup, or mitigate contaminants on trust lands or at BIA federal facilities and restore or reclaim trust resources. This position is also responsible for the development of Scope of Works, Cost Estimates, and oversight of commercial and Tribal facility maintenance projects.

Primary Environmental Health and Engineering Functions

- Conduct and oversee environmental projects and other public health response activities at BIA sites. Provides written reports on all observations along with recommendations to management on project status.
- Manages technical aspects of contracts to implement BIA health and safety initiatives.
- Provides expert technical assistance in the areas of drinking water infrastructure and quality, wastewater infrastructure and management, asbestos, lead, radiation and radon, pest management, and hazardous materials.
- Provides data and advice to BIA Senior Officials on engineering/facility management activities that affect public and environmental health.
- Interprets regulations, policies, standards, and procedures in the assigned areas of responsibility; is responsible for their effective and timely communication and oversight of their implementation throughout IA.

Facilities Management and Construction Support

- Provides project design (Scope of Work, Cost Estimates, etc), construction project management inspection and technical assistance to the agency and field personnel in the implementation of the Facilities Management program.
- Uses OFMC management tools such as the Facilities Management Information System (FMIS), MAXIMO and Federal Budget Management System (FBMS) to reconcile project data and to track project progress and costs.
- Prepares and enters data in Facilities Management Information System (FMIS)/MAXIMO. Ensures the accuracy of the FMIS/MAXIMO data and various reports. Provides in-depth analysis utilizing computerized engineering, word processing, spread sheet and other software.
- Reviews preliminary and final architectural drawings, specifications, and estimates prepared by A/E contractors to determine generally if design objectives and contract requirements have been met.

Environmental Compliance and Risk Management

- Provides management support with the participation of the BIA in emergencies, remedial, and restorative actions pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), the Oil Pollution Act (OPA), and the Clean Water Act (CWA).
- Provides management support with the Toxic Substances Control Act (TSCA) pertaining to the management of PCBs, asbestos, and toxic substances, respectively.
- Provides management support with the Resource Conservation and Recovery Act (RCRA) pertaining to waste management and pollution prevention.
- Provides management support with the Safe Drinking Water Act (SDWA) and the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) pertaining to drinking water and pesticide management, respectively.
- Provides management support with the Clean Air Act (CAA) pertaining to air quality and emissions.
- Provides management support with the Occupational Safety and Health Act (OSHA) pertaining to employee health, facilities, and hazardous materials management.

Training and Development:

- Conducts on- and off-site program reviews and technical assistance trips to BIA sites and facilities to evaluate compliance, to monitor effectiveness of public health assessments and operations, and to provide technical assistance in the solution of specific problems.
- Train, guide, and develop personnel on how to protect health and enhance productivity using environmental health and safety best practices.

- Develops, coordinates, and provides training regarding environmental management/facility management policies and contract performance.

QUALIFICATIONS REQUIRED

Education and Experience:

A Bachelor of Science degree in engineering, environmental health, or a related field is required. A master's degree (e.g., master's in environmental engineering, or equivalent) is preferred but not required. Professional licensure as a Registered Environmental Health Specialist (REHS), Registered Sanitarian (RS), or Professional Engineer (PE) from a nationally recognized credentialing body is preferred but not required.

Technical Knowledge and Skills:

- Extensive knowledge, skill, and experience in assessing water systems and associated components and/or managing water system operation. Experience with design and construction of water treatment and distribution systems, though not required, is highly desirable.
- General knowledge of ventilation system components and system functions.
- Multi-disciplinary knowledge in environmental disciplines, including effects of hazardous materials in the environment, requirements imposed by environmental and chemical safety regulations, and compliance techniques, to fully implement the environmental compliance program at the BIA, WRO.
- Knowledge of fundamental engineering/architectural principles, concepts, and practices which constitute the core of knowledge required of the construction and facilities management program.
- Knowledge of facilities planning, engineering/architecture sufficient to serve as a skilled professional in building Program of Requirements (PORs), and to review drawings, and specifications for use in major construction projects.

Management and Communication:

- Experience with technical management/oversight in the administration of government contracts.
- Experience in environmental health and engineering assessments, including development of objectives, tracking progress, and communicating results.
- Experience in providing consultation for a multi-state geographic area, emphasizing science-based initiatives that positively impact public health and enable the agency to safely meet its mission.
- Knowledge of oral and written communication techniques to provide training, respond to oral and written inquiries and draft or orally present reports, briefings, comments, and other program information appropriately and effectively.

Additional Preferred Qualifications:

- Current registration with Defense Acquisition University (DAU) as a Contracting Officer Representative (COR) Level II or III is preferred.
- Knowledge of DOI/BIA administrative, financial, procurement and personnel principles and practices.
- Knowledge of the Project Management Institute Body of Knowledge (PMI/PMBOK); certificate or accreditation in PMBOK is preferable.
- In addition, applicants must meet Commissioned Corps Readiness Standards.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Travel Requirements:

Estimated 25% travel expected. The employee must be able to operate a motor vehicle and travel as necessary. Some work will require, with appropriate protection, examination of contaminated sites, inspection of facilities that may contain physical or chemical hazards, or foot travel in rugged terrain.

Work Environment:

The normal work environment is an office setting. Field trips may involve air, road, boat horse or other packages, or pedestrian travel in a variety of climates and conditions, some of which may be harsh or require the use of protective clothing and equipment.

Motor Vehicle Operation:

Incumbent is required to travel on a regular basis by plane or motor vehicle. Employees are required to maintain eligibility for a valid state driver's license as well as a government approved driver's license. Employees will be required to maintain eligibility for a government credit card for travel and will also be required to maintain eligibility for a telephone credit card.

APPLICATION INFORMATION:

This position closes on **May 1, 2026. If interested, please send a one (1) page cover letter (highlighting relevant experience, education, and interest) and a USPHS CV in one pdf file** to hhs_liaison@nps.gov and angela_hatzenbuhler@nps.gov

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