

# HOULTON BAND OF MALISEET INDIANS

## JOB DESCRIPTION

Approved: 02/03/2026

### **Real Estate/Brownfields Specialist**

**Status:** Full-time, 40hr. a week

**Salary:** \$25.00-\$27.40

**Role:** The Real Estate Services Director will be responsible for administrating HBMI's Real Estate and Brownfields (CERCLA 128a) Programs. The Director will be responsible for the acquisition of real estate and property management activities to include Brownfields survey, inventory, assessment, and possible clean-up of contaminated sites.

#### **Real Estate Program**

- Plan and coordinate all real estate activities to ensure that all program objectives are met, and overall goals are achieved.
- Prepare permits and land use agreements in accordance with recognized principles of good practice and prudent management of Maliseet lands and will report any practices not in conformity with these permits and leases.
- Receive and review all property tax bills for tribal lands for payment of taxes on fee lands, prepare tribal resolution and present to tribal council for approval and process payment.
- Investigate and compile information on possible land acquisitions: provide the Tribal Council with assistance concerning acquisition and land use and negotiate land purchases. Work Chief, Council, Tribal attorney and other partners to bring parcel(s) to closing.

Prepare tribal resolutions for land acquisition including, but not limited to, resolution authorizing the purchase of property, resolution authorizing the use of trust funds for said purchase and resolution authorizing the Secretary of the Interior to take a parcel into trust. Submit BIA documentation for the release of trust fund dollars for land acquisition, prepare and submit fee to trust applications to transfer newly acquired tribal properties into trust. Work with BIA/BLM to complete transfers and resolve issues identified during the fee to trust process.

Coordinate with BIA Realty Services and BLM to obtain funding for survey work including surveys in support of trust application, cadastral surveying of tribal trust lands and boundary line maintenance of tribal trust lands.

#### **Brownfields (128a CERCLA) Program**

1. Administer a response program that addresses the assessment, cleanup, and redevelopment of brownfields sites and other contaminated sites as defined CERCLA 128a in support of tribal land acquisition and river restoration goals and objectives.

2. Ensure that the Brownfields program is implemented as outlined in its specific guidelines, in compliance with EPA’s regulatory guidelines and operating within budget parameters.

**MINIMUM QUALIFICATIONS:**

- Associates degree in business or natural resources, or equivalent experience.
- Ability to develop and manage Program budgets
- Possess excellent oral and written communication skills, negotiating skills and have the ability to work with the public.
- Be able to work with minimal supervision
- Must be physically able to perform all the duties this position entails
- Must possess basic computer skills

**Responsibility for Safety and Health:**

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

**Physical Requirements:**

**Physical Abilities**

Bending	O	Sitting	F	<i>N (Not Applicable)</i>
Carrying	O	Standing	O	<i>O (Occasionally) up to 2 hours a day</i>
Driving	O	Talking	F	<i>F (Frequently) 2-6 hours a day</i>
Handling	O	Walking	O	<i>C (Constantly) over six hours a day</i>
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	50 lbs. or less	N	
Kneeling	N	<u>Push/Pull</u>		
Reaching	O	50 lbs. or less	N	

Applications are available for download at our website [maliseets.net](http://maliseets.net), at the front desk of the Administration Building or have one mailed to you by contacting the HR Coordinator at 532-4273 or e-mail [hr@maliseets.com](mailto:hr@maliseets.com). . **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

**Applications will be accepted until close of business March 12<sup>th</sup>, 2026**

**TO APPLY:**

Submit an application to:  
 Houlton Band of Maliseet Indians  
 Attn: Jessica Huff  
 88 Bell Road  
 Littleton, Maine 04730

**The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.**