AQUATIC INVASIVE SPECIES SPECIALIST

One (1) full-time position at 40 hrs./wk., non-exempt
Position dependent on future funding opportunities

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

☐ Completed Keweenaw Bay Indian Community application
☐ Current Resume'
☐ Personal Statement/Cover Letter
☐ Copy of valid unrestricted Drivers License
☐ College Transcripts
☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Family Independence agency
☐ Minimum of three (3) Letters of Recommendation
☐ If you are American Indian, you must attach a copy of tribal enrollment of proof of descendency
☐ If you are a Veteran, you must attach a copy of DD214

Keweenaw Bay Indian Community
Beth Fish, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 or 4176
Fax: 906-353-8068
Email: bfish@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"
POSITION ANNOUNCEMENT

POSITION: AQUATIC INVASIVE SPECIES SPECIALIST
One (1) full-time position at 40 hrs./wk., non-exempt
The Position is dependent on the future funding opportunity

LOCATION: KBIC Natural Resources Department – Pequaming Michigan
(Located 7 miles north of L’Anse on Pequaming Road)

SUPERVISORY CONTROL: Fish and Wildlife Biologist

SALARY: GRADE 9 (minimum starting wage = $16.33/hr.)

QUALIFICATIONS:
- Must possess a Bachelor’s degree in biology, botany, natural resources management, or related field.

OR
- Must possess an Associate’s degree in ecology, biology, botany, natural resource management, or related field with two (2) years of experience in the field of studies

OR
- Must possess a High School Diploma or GED with a combination of Four (4) years of education and experience in ecology, biology, botany, natural resources management, or related field.
- Minimum one (1) year of professional-level experience designing and implementing biological assessments and/or habitat management in aquatic ecosystems.
- Knowledge of invasive species present in Michigan and Lake Superior or of potential threat to the Lake Superior Ecosystem.
- Knowledge of aquatic species native to Michigan and the Lake Superior Basin.
- Ability to identify the most common aquatic species (including plants) found in Michigan.
- Knowledge of aquatic field survey techniques and specimen collection and preservation methods.
- Ability to work independently and be able to make decisions that will be representative of Tribal AIS policies.
- Must be at least 21 years of age, possess a valid, unrestricted Michigan driver license; a good driving record; and be insurable to operate KBIC fleet vehicles and must sign KBIC Driving Record Check form.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"
• Strong organizational skills to effectively maintain and prioritize projects.
• Strong written and oral communication skills to effectively convey both technical and
  non-technical information to a variety of audiences.
• Ability to trailer and operate a motorboat and navigate water bodies using maps and
  GPS equipment.
• Ability to work and conduct surveys under adverse weather conditions.
• Ability to work odd hours including weekends and longer days (8+ hours)
• Ability to occasionally lift articles weighing 25-49 lbs.
• Employment is contingent upon the satisfactory result of a Security Background Check,
  pre-employment drug testing, and pre-employment physical.
• In the event, that it is deemed necessary applicant must be able to obtain a satisfactory
  clearance by the Indian Child Protection and Family Violence Prevention Act Background
  Investigation Policy.

**INDIAN PREFERENCE:** Preference will be given to qualified individuals of American
Indian descent.

**VETERAN PREFERENCE:** Preference will also be given to qualified Veterans (need DD214).

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Complete training for this position as directed when such training is available.
2. Travels to meetings related to AIS management and prevention regularly including any
   necessary out-of-town and overnight stays.
3. Works effectively and maintains a disciplined and professional work ethic both with
   minimal supervision and in a team environment.
4. Develops and maintains respectful and good working relations with other Department
   and Government staff, Government agencies, and organizations.
5. Uses and is proficient in various computer software including spreadsheets, databases,
   graphics, word processing, and other computer programs required to accomplish duties
   as assigned.
6. Maintains strict confidentiality regarding KBIC, Department, and staff-related information
   and issues.
7. Responsible for planning, coordinating, and reporting as directed.
8. Responsible for various administrative tasks such as vehicle logs, equipment upkeep,
   travel reports, monthly reports, program inventory, maintaining a daily work log, and
   other similar duties.
9. Participates in relevant Regional Workgroups and Committees as directed.
10. Serves as public information liaison for the Keweenaw Bay Indian Community’s Natural
    Resources Department; provides information, responds to inquiries, and gathers
    customer feedback.
11. Develops AIS outreach and education materials for distribution.
12. Responsible for the AIS Management Plan changes as directed.
13. Supervises AIS boat washer/ educator and AIS Technician, and assists other program staff as directed.
14. Must be familiar with state and federal AIS plans.
15. Responsible for keeping all KBIC NRD programs, including the Forestry and Land Use and Development Office up to date on AIS news and information; including new AIS materials, procedures, policies, and species.
16. Shall address any inquiries or issues related to AIS.
17. Must complete activity reports and submit them to the supervisor.
18. Provide Public Outreach assistance during various department functions, including the Annual KBNRD Environmental Fair, Kids Fishing Derby, and Lake Superior Day.
19. All other duties as assigned by the supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not-be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: April 29, 2021
Closing Date: May 13, 2021 @ 4:00 p.m. OR until filled

TERO Approval: 
Reviewed for Barriers only!
Date: 4/29/2021
Qualification Sheet

Name: ____________________ Date: __________________

1. Must possess a Bachelor's degree in biology, botany, natural resources management, or related field. OR Must possess an Associate’s degree in ecology, biology, botany, natural resource management, or related field with two (2) years of experience in the field of studies. OR Must possess a High School Diploma or GED with a combination of Four (4) years of education and experience in ecology, biology, botany, natural resources management, or related field.

   What education requirements do you meet? ________________________________

2. Do you have a minimum of one (1) year professional-level experience designing and implementing biological assessments and/or habitat management in aquatic ecosystems? ____________________________

3. Do you have knowledge of invasive species present in Michigan and Lake Superior or of potential threat to the Lake Superior Ecosystem? ______________________________

4. What knowledge do you have of the aquatic species native to Michigan and the Lake Superior Basin? ______________________________

5. Do you have the ability to identify the most common aquatic species (including plants) found in Michigan? ______________________________

6. What is your knowledge of aquatic field survey techniques and specimen collection and preservation methods? ______________________________

7. Are you able to work independently and to make decisions that will be representative of Tribal AIS policies? ______________________________

8. Do you possess strong organizational skills to effectively maintain and prioritize projects? ______________________________

9. Do you have Strong written and oral communication skills to effectively convey both technical and non-technical information to a variety of audiences? ______________________________

10. Do you have the ability to trailer and operate a motorboat and navigate water bodies using maps and GPS equipment? ______________________________

11. Do you have the ability to work and conduct surveys under adverse weather conditions? ______________________________

12. Can you work odd hours including weekends and longer days (8+ hours)? __________
13. Can you occasionally lift articles weighing 25-49 lbs.? 

14. Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical. Are you able to meet these requirements?

15. In the event, that it is deemed necessary applicant must be able to obtain a satisfactory clearance by the Indian Child Protection and Family Violence Prevention Act Background Investigation Policy. Is there any reason that you would not be able to obtain this requirement if deemed necessary?
DRIVING RECORD CHECK FORM

Position applying for or current position held: ____________________________

Department: __________________________________________________________

Is driving required for this position: ____________________________

4.5 Driving Record: All newly hired and current employees are required to provide a copy of their driver’s license, commercial driver’s license (CDL) or chauffeur license or provide the status if none or not valid and sign a consent form for the Community to enroll them and to obtain access to their personal driving record. As a condition of employment, each employee is required to be insurable according to their position description and the Tribe’s current insurance carrier/agent. The Personnel department shall maintain a list of employees eligible to drive a fleet vehicle and a list of employees that are excluded. Excluded employees may not drive the Community’s fleet vehicles. The Personnel Department shall enroll each newly hired or current employee through the Michigan Department of State subscription service. The enrollment shall include the employee’s name, their driver’s license number, CDL, or chauffeur’s license, along with their date of birth. The Community will be provided a driving record of all employee(s) when they are first enrolled and then whenever there are any violations, restrictions, suspensions, or revocations posted to their record. Reports will be obtained at least annually.

*** Current insurance carrier requires all drivers of KBIC fleet vehicles be at least 21 years of age.

Name: ________________________________

Last First Middle

☐ I have read KBIC Driving Record Policy 4.5 and consent to a record check on my license Date: __ / __ / __

☐ Driver’s license number: ________________________________

☐ Date of Birth: __ / __ / __

Signature ____________________________________________

Or

☐ I do not have a valid license as of Date: __ / __ / __

☐ Date of Birth: __ / __ / __

Reason: ____________________________________________

Signature ____________________________________________

By signing this document you are agreeing that you have read and understand the policy and how it pertains to you as an employee of the KBIC.

Personnel Use only

☐ Copy of license

☐ Copy of personal vehicle insurance coverage

Personnel Policy as of November 4, 2020 106