

KEWEENAW BAY INDIAN COMMUNITY

2021 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
GARY F. LOONSFOOT, JR., Vice President
KIM KLOPSTEIN, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
DALE F. GOODREAU
RANDALL R. HAATAJA
SUSAN J. LAFERNIER
RODNEY LOONSFOOT
DON MESSER

NATURAL RESOURCES TECHNICIAN

Temporary Three (3) months (June to August), Non-exempt position
(*Applicants ages 18-25 years of age*)

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

- Completed Keweenaw Bay Indian Community application
- Copy of valid, unrestricted Michigan driver's license
**** (See qualifications for driving privileges during employment).**
- Copy of High School Diploma, GED, or High School Certificate of Completion
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the MI Department of Health and Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214
- If you are a KBIC member working towards obtaining your GED, you must provide verification

Keweenaw Bay Indian Community
Beth Fish, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@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"

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POSITION ANNOUNCEMENT

POSITION:

NATURAL RESOURCES TECHNICIAN (18-25 years of age)

Temporary three (3) month (June – August), Non-exempt position

LOCATION:

Keweenaw Bay Indian Community Natural Resources
Pequaming, Michigan
(Located 7 miles from L'Anse on Pequaming Road)

SUPERVISORY CONTROL:

Invasive Species Coordinator

SALARY:

Grade 4 (starting wage \$11.47/hour)

QUALIFICATIONS:

- Must have a High School Diploma, GED, or Certificate of Completion.
- Applicants 21 years of age and older are permitted to drive, if they possess a valid unrestricted Michigan driver's license, have a good driving record, and insurable. Must sign the KBIC Driving Record Check form to operate fleet vehicles.
- Applicants under the age of 21 are **not permitted to drive during work hours.**
- Be in good physical condition, able to perform physically strenuous duties, and shall be able to regularly lift and carry 50 pounds unassisted.
- Have good communication skills.
- Possess legible handwriting.
- Must be willing to conduct fieldwork in a variety of environmental conditions such as rain, heat, cold.
- Must have computer experience using Microsoft Office.
- Ability to read a compass and or use GIS.
- Must be able to obtain a satisfactory clearance under the Indian Child Protection and Family Violence Prevention Act Background Investigation Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214)

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DUTIES AND RESPONSIBILITIES

1. Assist program staff in collecting relative fish, plant, wildlife, and environmental data, including the mapping and surveying of habitat and tying sampling nets.
2. Assist program staff in the collation and entry of data. Perform data entry into a computer.
3. Assist program staff in the operation and maintenance of fish hatchery including feeding fish, cleaning tanks, fin clipping hatchery fish with federally approved chemicals for anesthetizing, fish stocking in area lakes and streams, and sampling fish, spawning fish, egg and fry care, data recording, and other hatchery duties as assigned.
4. Assist staff with propagation and care of plants in raised beds, fields, orchards, and KBIC high tunnel and greenhouse. Responsible for routine plant care; fertilizing, weeding, watering, sowing, and transplanting. Duties may include record-keeping for operations and maintenance and care of associated equipment and supplies.
5. Assist staff with native plant restoration work using outlined methods at designated sites. Duties may include weeding, chemical application, watering, sowing, planting, and plant identification. Duties may include assistance with plant data plot recording, ground-truthing plant inventories, and plant materials collection.
6. Assist staff with control of invasive plant work using outlined methods at designated sites. Duties will include manual removal and disposal of plant materials and chemical control for which appropriate training and certification are necessary. Biological methods may also be used which would require beetle care. Duties may include record-keeping for operations and maintenance and care of associated equipment and supplies.
7. Responsible for assisting in the maintenance and repair of equipment.
8. Shall be required to work in a variety of environmental conditions rain, snow, heat, rain.
9. Shall report daily to supervisor, complete work as assigned, and be required to complete and submit various reports and summaries including work logs, data collection, and monthly reports.
10. Assist staff with providing Public Outreach assistance (i.e. various departmental functions, including the Annual KBNRD Environmental Fair and Kids Fishing Derby).
11. May be required to perform other duties related to the natural resources on or near the L'Anse and Ontonagon Indian Reservation, in the Western Upper Peninsula of Michigan.

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 a similar kind or level of difficulty.

Distribution Date: May 20, 2021

Closing Date: June 4, 2021 @ 4:00 p.m.
Or until filled.

TERO Approval: <u>Debra R. Pissano</u> Reviewed for Barriers only! Date: <u>5/20/2021</u>

Name: _____ POSITION: **Natural Resources Technician (18 -25 years of age)**
Temporary 3 months, non-exempt position

Please list your specific experience and knowledge in regards to the following qualifications:
Must have a High School Diploma, GED, or Certificate of Completion.

Be in good physical condition, able to perform physically strenuous duties, and shall be able to regularly lift and carry 50 pounds unassisted.

Applicants 21 years of age and older are permitted to drive, if they possess a valid unrestricted Michigan driver's license, have a good driving record, and insurable. Must sign the KBIC Driving Record Check form to operate fleet vehicles.

Applicants **under the age of 21 are not permitted to drive during work hours**

Does your current age allow you to drive under our policy?

Do you have legible handwriting?

Do you have good communication skills?

Are you willing to conduct fieldwork in a variety of environmental conditions?

What is your familiarity with computer software such as Microsoft Office and GIS and/or GPS preferred?
