

# KEWEENAW BAY INDIAN COMMUNITY

2020 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

## AIR QUALITY TECHNICIAN

Part-time (20 hrs. /wk.), non-exempt, grant funded position

**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 High School Diploma, GED, or Certificate of completion
- Qualification sheet
- Cover letter/ Personal Statement
- Current Resume'
- Copy of valid unrestricted driver's license
- Copy of any completed training certifications related to the position, if applicable
- Minimum (3) Letters of Recommendation
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services.
- If you are an 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

Keweenaw Bay Indian Community  
Personnel Department  
16429 Beartown Road  
Baraga, MI 49908  
Phone: 906-353-6623 Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**The Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age. 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:**

### **AIR QUALITY TECHNICIAN**

Part-time (20 hrs. /wk.), non-exempt, grant funded position

### **LOCATION:**

KBIC Natural Resource Department – Environmental Office  
815 Sicotte St. L'Anse, MI 49946

### **SUPERVISORY CONTROL:**

Air Quality Specialist

### **SALARY:**

**Grade 5** (minimum starting wage \$12.43/hr.)

### **QUALIFICATIONS:**

- High School Diploma, GED or Certificate of Completion.
- Six (6) months experience\* in an environmental or related field. Must have demonstrated **core proficiency** in skills related to core program activities completed, within one (1) year of hire. Two (2) **core program training** must be completed within two (2) years of hire.

**\*Experience may include a broad range of activities: volunteer hours, paid or unpaid internships, special projects or research opportunities, summer (youth) program or demonstrated knowledge through life skills and experiences.**

- Possess a valid driver's license, be insurable to drive KBIC fleet vehicles, and 21 years of age. (Must sign the Driving Record Check Form according to 4.5 of the KBIC personnel policy form, see attached).
- Driving is required for this position, at least 50 miles several times per week.
- Attend air quality meetings and or training.
- Must possess strong social and interpersonal skills for working with the public.
- Must be willing to work flexible hours.
- Must be in good physical condition and be able to regularly lift and carry 50 pounds unassisted.
- Must have experience with Microsoft Office programs; Word, Excel, PowerPoint.
- Must be willing to learn the operations of various air quality equipment.
- Ability to provide a professional work ethic while working independently or as a team.
- Possess good communication skills (listening, verbal, and written).

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- Must be willing and able to conduct both indoor air quality assessments along with outdoor sampling, independently.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigation policy.

## **DUTIES AND RESPONSIBILITIES**

### **Training and Travel**

- Attend relevant training as directed by the supervisor which may include but are not limited to: Indoor and ambient air monitoring, radon monitoring, and Clean Air Act education.
- Travel to attend meetings and training can include local and out of town with overnight stays.

### **General Responsibilities**

- Responsible for maintaining a daily work log, mileage, logs completing timesheets, writing monthly reports, assist with designing and presenting public education materials, assisting with website updates, assisting with outreach and education events, and other routine departmental administrative tasks.
- Must be willing and able to conduct fieldwork in a variety of environmental conditions such as snow, rain, heat, or cold.
- Maintain effective and professional communication and working relationship with relevant department staff, Tribal, State and Federal personnel, and members of the community.
- Adhere to strict confidentiality regarding the Natural Resources Department, KBIC and home assessment, and resident related information and data.
- Maintain appointment schedule and keep appointments responsibly.
- Complete independent online education.

### **Work-Related Duties**

- Receive work instructions from Air Quality Specialist.
- Assist Air Quality Specialist in collecting air quality data.
- Perform radon level monitoring.
- Conduct home assessments for air and mold issues.
- Education resident about indoor air issues and prevention.
- Obtain air quality education via online webinars and training webinars.
- Collect ambient air samples.
- Work with other organizations collecting air samples.
- Accurately complete home assessment datasheets.
- Scan and file relevant air quality program information.
- Write monthly department work reports.
- Clean and maintain all equipment upon use, including monitoring equipment and vehicle.
- Perform other duties as assigned by the supervisor.

**Core Proficiencies**

- Knowledge of the Clean Air Act & National Ambient Air Quality Standards
- Knowledge of indoor air quality issues
- Knowledge of health issues caused by poor air quality
- Microsoft Office (Excel, Word, Access, PowerPoint)
- Ability to use all required equipment
- Data analysis software

**Air Quality Program Trainings**

- ITEP Levels 1 & 2
- EGLE webinars
- APTII online training
- EPA webinars
- Radon training
- Air monitoring equipment training

**Distribution date:** September 23, 2020

**Closing date:** October 8, 2020 @ 4:00 p.m.

TERO Approval: <u>Debra Picciano</u> Date: <u>9 / 23 / 2020</u> <u>Reviewed for Barriers Only!</u>
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**Core Proficiencies**

- Knowledge of the Clean Air Act & National Ambient Air Quality Standards
- Knowledge of indoor air quality issues
- Knowledge of health issues caused by poor air quality
- Microsoft Office (Excel, Word, Access, PowerPoint)
- Ability to use all required equipment
- Data analysis software

**Air Quality Program Trainings**

- ITEP Levels 1 & 2
- EGLE webinars
- APTII online training
- EPA webinars
- Radon training
- Air monitoring equipment training

**Distribution date:** October 12, 2020

**Closing date:** October 26, 2020 @ 4:00 p.m. or until filled

TERO Approval: <u>Debra J. Picciani</u>
Date: <u>10 / 12 / 2020</u>
Reviewed for barriers only!

## Qualification Sheet

Name: \_\_\_\_\_

Position: **Air Quality Technician**

1. Six (6) months experience\* in an environmental or related field. Must have demonstrated **core proficiency** in skills related to core program activities completed, within one (1) year of hire. Two (2) **core program training** must be completed within two (2) years of hire. \_\_\_\_\_  
\_\_\_\_\_
2. Possess a valid driver's license, be insurable to drive KBIC fleet vehicles, and 21 years of age. (Must sign the Driving Record Check Form according to 4.5 of the KBIC personnel policy form, see attached). \_\_\_\_\_  
\_\_\_\_\_
3. Driving is required for this position, at least 50 miles several times per week. \_\_\_\_\_  
\_\_\_\_\_
4. Attend air quality meetings and or trainings. \_\_\_\_\_
5. Must possess strong social and interpersonal skills for working with the public. \_\_\_\_\_  
\_\_\_\_\_
6. Must be willing to work flexible hours. \_\_\_\_\_
7. Must be in good physical condition and be able to regularly lift and carry 50 pounds unassisted. \_\_\_\_\_
8. Must have experience with Microsoft Office programs; Word, Excel, PowerPoint. \_\_\_\_\_  
\_\_\_\_\_
9. Must be willing to learn the operations of various air quality equipment. \_\_\_\_\_
10. Ability to be disciplined and provide a professional work ethic while working independently or as a team with minimal supervision. \_\_\_\_\_
11. Possess good communication skills (listening, verbal, and written). \_\_\_\_\_
12. Must be willing and able to conduct both indoor air quality assessments along with outdoor sampling, independently. \_\_\_\_\_
13. Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigation policy. \_\_\_\_\_  
\_\_\_\_\_

**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