

KEWEENAW BAY INDIAN COMMUNITY

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

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

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

SEASONAL PLANT TECHNICIAN

Full-time, non-exempt positions at 40 hours/week

The term is from approximately April thru November each year (dependent on funding)

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
- Minimum (3) Letters of Recommendation
- Copy of valid, unrestricted Michigan driver's license
- Copy of any completed training certifications related to the position, if applicable
- College transcripts, if applicable
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of 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

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: 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:

SEASONAL PLANT TECHNICIAN

Full-time, non-exempt positions at 40 hours/week
Seasonal position - April thru November (approximately 32 weeks)
Recurrs each year dependent on funding

LOCATION:

KBIC Natural Resources Department
Pequaming, Michigan
(Located 7 miles north of L'Anse)

SUPERVISORY CONTROL:

Invasive Species Coordinator

SALARY:

Grade 5 (minimum starting wage = \$12.43/hour)

QUALIFICATIONS:

- Six (6) months experience* in ecology, biology, botany, natural resources management or related field. Within one (1) year, must have demonstrated skill in **core proficiencies** related to core program activities. Upon demonstration of core proficiencies, 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.**

- Must be at least 18 years of age.
- Must be willing to conduct fieldwork in a variety of rugged and remote environmental conditions, including times of inclement weather such as rain, heat or cold.
- Must be willing and able to conduct fieldwork in remote locations both independently and in crews.
- Experience with Microsoft Word, Excel, and PowerPoint is desirable.
- Must be willing to work flexible hours including late night, early mornings, and weekends when necessary.
- Knowledge or experience with plant/habitat survey techniques and data collection methods is preferred.
- Must have a valid, unrestricted Michigan driver's license and be insurable to operate fleet vehicles. Must be willing to travel at least 50 miles several times a week.
- Must be in good physical condition, able to perform strenuous duties for extended periods; such as walking long distances of up to several miles, and shall be able to regularly lift and carry 50 lb.
- Able to work effectively and maintain a disciplined and professional work ethic both with minimal supervision and in a team environment.
- Possess legible handwriting, able to pay close attention to detail, and have good communication skills (written, verbal, and listening).

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- Must be willing to receive and give cultural teachings. Knowledge of tribal concerns and culture is an asset.
- Must be able to navigate through forests using a compass, maps and/or GPS.
- Must be able to pass a written test to become a certified Michigan pesticide applicator (test preparation time will be allowed at the start of the position).
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.

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

VETERAN PREFERENCE: Preference will be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

- 1) Complete relative training for position when directed and when such training is available. Training may include travel out of town and overnight stays.
- 2) Maintain a disciplined and professional work ethic both with minimal supervision and in a team environment. Maintain confidentiality regarding KBIC, Department, and staff related information.
- 3) Responsible for administrative duties such as vehicle logs, daily log, following of policies, timesheets, using fax and copier, purchases, meeting attendance, and other general activities.
- 4) Propagation and care of plants in raised beds, fields, orchards, and KBIC high tunnel and greenhouse as directed. Responsible for the recognition of plant life stages, pests, and diseases. Responsible for routine plant care; fertilizing, weeding, watering, sowing, and transplanting is examples. Duties may include record-keeping for operations and maintenance and care of associated equipment and supplies.
- 5) Native plant restoration work as directed 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) Monitoring and control of invasive plants work as directed 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 is necessary. Biological methods may also be used which would require beetle care. Herbicide mixing, loading, and application when necessary and directed. Duties may include record-keeping for operations and maintenance and care of associated equipment and supplies.
- 7) Assist staff with outreach and education plans and events to a variety of groups, including the KBIC youth program, and will provide for greenhouse or field tours as directed; this will include cultural teachings. Assists with coordinated efforts for native plant restoration and use, and invasive plant control efforts with partners. Partners are tribal and non-tribal entities (local, State, and Federal agencies), volunteers and organizations of various ages.
- 8) Shall perform other duties as assigned.

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 of difficulty.

Core Proficiencies

- Knowledge of plant identification, life stages, and nursery plant care
- Knowledge of preventive maintenance of equipment and upkeep inventory supplies
- Knowledge of operation of vehicles, including motorboats and trailering
- Knowledge of invasive species and control
- Knowledge of plants program for tours, community events, outreach and education
- Knowledge of maps, compass, and GPS
- Knowledge of Microsoft Office (excel, word, PowerPoint)
- Knowledge of essential field survey equipment use and care
- Knowledge of basic cultural teachings

Core Program Training

- Safety training
- Field navigation
- Plant identification, life stages, nursery protocol
- Wild rice and other plant survey techniques
- Michigan Commercial Pesticide Certification
- Other training as approved by the supervisor

Distribution Date: July 14, 2020

Closing Date: July 29, 2020 @ 4:00 p.m. or until filled

Acting
TERO Approved: 
Date: 14 July 2020

Name: _____

POSITION: **Seasonal Plant Technician**

Please list your specific experience and knowledge in regards to the following qualifications:

Must have a High School Diploma, GED, or Certificate of Completion. (This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.)

Must have six (6) months of experience related to the position, please describe.

Must be willing to conduct routine fieldwork in a variety of rugged and remote environmental conditions, including times of inclement weather such as rain, heat, or cold.

Possess a valid, unrestricted Michigan driver's license and be insurable to drive fleet vehicles. Must be willing to travel.

Must be in good physical condition, able to perform strenuous duties for extended periods; such as walking with a 50lb backpack over long distances.

Must be able to work effectively with professionalism under minimal supervision and in a team environment.

Must have good communication and writing skills and possess legible handwriting.

Must be able to navigate through forests using a compass, maps, and/or GPS.

Must be able to pass a written test to become a certified Michigan pesticide applicator (test preparation time will be allowed at the start of the position).
