

KEWEENAW BAY INDIAN COMMUNITY

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

2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

PLANT TECHNICIAN COLLEGE INTERN

Non-exempt, Year-Round Student Position
Hours as needed and in accordance with course schedule (dependent on grant 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
- Copy of college Class Schedule/Transcripts or proof of enrollment
- Copy of valid, unrestricted Driver's License
- 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

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

Distribution Date: May 10, 2018

Closing Date: May 24, 2018 @ 4:00 p.m.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

[Signature]
CEO APPROVAL DATE

KEWEENAW BAY INDIAN COMMUNITY

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

2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

POSITION DESCRIPTION

POSITION:

PLANT TECHNICIAN COLLEGE INTERN

Non-exempt, Year-Round Student Position
Hours as needed and in accordance with course schedule
(Dependent on grant funding)

Follows Personnel Policy – Student Position

LOCATION:

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

SUPERVISORY CONTROL:

Habitat Specialist

SALARY:

Grade 4 (minimum starting wage = \$11.47/hour)

QUALIFICATIONS:

- Must have a High School Diploma or GED and be at least 18 years of age.
- Must be a college-level student currently attending a college/university full-time.
- Must maintain good academic standing throughout employment (must provide copies of grades/class transcripts on a quarterly basis as documentation of academic standing).
- Prior work experience in the environmental field **OR** enrolled in **OR** completed college courses in environmental studies is preferred.
- Must have a valid, unrestricted driver's license and be insurable to operate fleet vehicles. Must be willing to travel as necessary.
- 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 in good physical condition, able to perform strenuous duties for extended periods of time; such as walking with 30lb 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 legible handwriting.
- Must be able to navigate through forests using a compass, maps and/or GPS.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigation Policy.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

- 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 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.
- 2) Maintain 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, following of policies, timesheets, using fax and copier, purchases, meeting attendance, and other general activities.
- 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 are examples. 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 plants 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 is 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) Assist staff with outreach and education plans and events to a variety of groups, including KBIC youth program, and will provide for greenhouse or field tours as directed. Assists with coordinated efforts for native plant restoration and use, and invasive plant control efforts with partners.
- 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.

Distribution Date: May 10, 2018

Closing Date: May 24, 2018