

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center

16429 Bear Town Road
Baraga, MI 49908
Phone: (906) 353-6623
Fax: (906) 353-7540

2019 KBIC Tribal Council

Warren C. Swartz, Jr., President
Gary F. Loonsfoot, Jr., Vice President
Susan J. LaFerner, Secretary
Toni J. Minton, Asst. Secretary
Doreen G. Blaker, Treasurer

Robert "R.D" Curtis
Elizabeth "Popcorn" Mayo
Randall R. Haataja
Michael F. LaFerner, Sr.
Mike Klopstein
Dale J. Goodreau
Rodney Loonsfoot

SEASONAL INVASIVE SPECIES COORDINATOR

Full-time, non-exempt position

Term is from approximately April thru December 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
- Current Resume'
- Cover Letter
- Minimum of three (3) Letters of Recommendation
- 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 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: January 9, 2019

Closing Date: January 24, 2019 at 4:00 pm

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

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POSITION DESCRIPTION

POSITION:

SEASONAL INVASIVE SPECIES COORDINATOR

Full-time, non-exempt position at 40 hours/week
Seasonal position - April thru October (approximately 28 weeks)
Recurr each year dependent on funding

LOCATION:

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

SUPERVISORY CONTROL:

Habitat Specialist

SALARY:

Grade 7 (minimum starting wage = \$14.47)

QUALIFICATIONS:

- HSD or equivalent with two (2) years of post-secondary education with courses related to the position **AND** one season of experience related to position.

OR

- High school diploma or equivalent **AND** three (3) years of experience related to position.
- 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 have a valid driver's license, be insurable to operate fleet vehicles, and be willing to travel.
- Must be in good physical condition, able to perform strenuous duties for extended periods of time; such as walking with 30 lb 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 compile information and develop plan to navigate through forests using a compass, maps and/or GPS.
- Must have current certified Michigan or Federal pesticide applicators license (continuing credits will be considered).
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

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

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

DUTIES AND RESPONSIBILITIES:

1. Completes relative training for position when directed and when such training is available. Training may include travel out of town and overnight stays.
2. Maintains disciplined and professional work ethic both with minimal supervision and in a team environment.
3. Maintains confidentiality regarding KBIC, Department, and staff related information.
4. Responsible for administrative duties such as work schedules, crew supervising, reports, vehicle logs, following of policies, timesheets, using fax and copier, purchases, meeting attendance, and other general activities.
5. Assists nursery staff with propagation and care of plants as needed; especially as related to specific sites including Sand Point Restoration Area and Brewery Road Project Area.
6. Assists staff with native plant restoration work using outlined methods at designated sites. Duties may include weeding, chemical application, watering, sowing, planting, plant identification, and assistance with plant data plot recording, ground-truthing plant inventories, and plant materials collection.
7. Coordinates 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 include creating work plans based upon management plans and best management practices, record keeping for operations and maintenance and care of associated equipment and supplies.
8. Responsible for creating and implementing databases, graphics, and spreadsheets.
9. Coordinates, presents, and leads activities with AIS Specialist and other staff with outreach and education plans on invasive species and events to a variety of groups, including KBIC youth program, and will provide for greenhouse or field tours as directed.
10. Assists with coordinated efforts for native plant restoration and use, and invasive plant control efforts with partners.
11. Works with Habitat Specialist, Ecologist, Hatchery/Nursery Manager, AIS Specialist, other staff, and consultant on reporting accomplishments, grant application assistance, and KBIC Terrestrial Invasive Species Plan; may be asked to represent KBIC at partnership meetings, workshops, and at times present.
12. Responsible for direct supervision of crews Seasonal Plant Technicians and other staff during invasive species control work. These crews may consist of employees, volunteers, and youth programs.
13. Performs other duties as assigned by 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 of difficulty.

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CEO APPROVED: 

DATE: 1/9/19