

KEWEENAW BAY INDIAN COMMUNITY

2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President
EVERETT EKDAHL, JR., Vice President
SAM LOONSFOOT, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

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

DOREEN G. BLAKER
SUE ELLEN "SUZIE" ELMBLAD
DALE F. GOODREAU
JEREMY T. HEBERT
RODNEY LOONSFOOT
TONY LOONSFOOT
TONI J. MINTON

SEASONAL WETLANDS TECHNICIAN

One (1) Full-time (40 hours/week) Seasonal (up to 32 weeks/year), non-exempt position
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
- Current Resume'
- College Transcripts (if applicable) **OR** Copy of High School Diploma or equivalent
- Copy of valid, unrestricted Michigan Driver's License
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- 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
Personnel Department
164298 Beartown Road
Baraga, Michigan 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:

SEASONAL WETLANDS TECHNICIAN

1 Full-time, non-exempt, grant-funded position at 40 hours/week. Up to 32 weeks (Position is dependent on future funding opportunities)

LOCATION:

KBIC Natural Resource Department – Pequaming, Michigan (Located 7 miles from L'Anse on Pequaming Road)

SUPERVISORY CONTROL:

Wetlands Specialist

SALARY:

Grade 5 (minimum starting wage \$17.43/hour)

QUALIFICATIONS:

- Must have a High School Diploma or equivalent.
- Must have six (6) months of previous position related work experience.
- Must have valid, unrestricted state driver's license, be insurable and 21 years of age to operate KBIC fleet vehicles.
- Must be willing and able to conduct fieldwork in remote locations (forests, wetlands, etc.) both independently and in crews.
- Must be willing and able to work in rugged terrain and conditions including times of inclement weather such as snow, rain, heat, or cold.
- Must have experience compiling data.
- Must be willing to work flexible hours including 8+ hour days, late-night, early mornings, and weekends.
- Must have experience with Microsoft Word, Excel, and PowerPoint.
- Possess good communication skills (listening, verbal, and written).
- 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 pounds of equipment.

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- Must be able to travel for work-related duties or training.
- Be familiar with or willing to learn handheld GPS's (Garmin 66st)
- Be familiar with or willing to learn Trimble Terrain Navigator Pro and ESRI ArcGIS
- Maintain strict confidentiality regarding the Department and KBIC related information and data.
- 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.
- Must be able to travel at least 50 miles three days per week.
- 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 also be given to qualified Veterans (need DD214)

DUTIES AND RESPONSIBILITIES


1. Work to work with GPS's in mapping and marking with conducting field work.
2. Work with Trimble Terrain Navigator Pro and ESRI ArcGIS to complete, gather, and document data.
3. Assist Wetland Specialist or complete duties and responsibilities with minimal to no supervision; vernal pool mapping and plant inventories, wild rice surveys/monitoring, macroinvertebrate collection, and water sampling.
4. Must efficiently collect information and data and be able to record data neatly, accurately, and completely, including accurate GPS documentation.
5. Clean and maintain all equipment as it is utilized (including vehicles).
6. Maintain inventory of field survey supplies.
7. Perform data entry, some data analysis and data file management.
8. Assist with the planting of native plants and the identification and removal of invasive species.
9. Write monthly department work reports.

10. Technician shall assist program staff in the collation and entry of assessment and surveying data. This work will involve data entry into computer, and related fish aging techniques.
11. Shall report daily to the supervisor, complete work as assigned, and be required to complete and submit various reports and summaries including work logs, data collection, designing and presenting public education materials, and monthly reports.
12. Maintain effective and professional communication and working relationships with relevant Department staff, Tribal, and Federal personnel, and members of the community.
13. Assist with KBIC educational and outreach events.
14. Attend, complete, and assist with relevant trainings and meetings as assigned and approved by Supervisor.
15. Perform 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.

Distribution Date: June 17, 2025

Closing Date: July 2, 2025 at 4:00pm

TERO Approval:  Date: 6 / 17 / 25
