



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

POSITION: Seasonal Invasive Species Technician – NRD (4) Temporary - FT

Pay Grade: NE7 **Hiring Range:** \$16.22 - \$19.48 – **Commensurate with Verified Qualifications.**
Status: Non-Exempt/Hourly/Bi-weekly Pay **Background Check:** Basic

Indian Preference applies in accordance with Ordinance #15-600-02

SUMMARY: This position will be responsible for assisting the wildlife biologist with the removal and monitoring of invasive species in treaty areas. This position will include extensive fieldwork, equipment maintenance, and office support activities. Temporary work– Max 89 days and/or 990 hours.

EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications-

- A High School Diploma or GED; and
- One (1) year field experience or secondary education in ecology or related field; and
- Willing and able to apply pesticides and obtain a commercial pesticide applicator's license; and
- A valid Michigan Operator's License with the ability to be insured under Tribe's policy; and
- Proficiency and demonstrable computer skills with MS Office applications, specifically Excel.

Preferred Qualifications -

- Michigan commercial pesticide applicator's license, categories 5 and 6.
- Proficiency with GPS and GIS.

DUTIES AND RESPONSIBILITIES:

1. Conducts all activities related to removal of invasive plants: maintaining and utilizing equipment for mechanical control in addition to maintaining, mixing, applying, and cleaning herbicides and related equipment for chemical control.
2. Assists wildlife biologist(s) with other field work such as: wildlife surveys and check stations, trapping and radio collaring, habitat restoration, native plant cultivation, and identification and classification of habitats.
3. Performs office support work such as photocopying, data entry, filing, etc.
4. Operates and maintains vehicles, in addition to mechanical and electronic equipment.
5. Promotes protection of natural resources, appreciation, and cultural history.
6. Participates in community programs and educational services offered by department.
7. All other position/department related duties as assigned by supervisor.

OTHER SKILLS AND ABILITIES

During the course of employment, the employee will consistently utilize and demonstrate good verbal and written communication skills, good organizational skills, good interpersonal and teamwork skills, an attention to detail and accuracy, the ability to work cooperatively with other departments, and a commitment to confidentiality.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL DEMANDS

Frequent and long period of walking, standing, or sitting, and occasional heavy lifting, running, climbing, reaching, bending, kneeling, stretching, or working from heights is to be expected. An employee will need normal or corrected to normal range of sight and hearing and will routinely carry work related

materials up to fifty (50) pounds, and instances of lifting/carrying up to one hundred (100) pounds or more with assistance.

The use of personal protective equipment is necessary in this position. Such equipment may include gloves, masks, sunglasses or other eyewear, work boots, sun screen, insect spray, and protective or insulated clothing/coverings.

WORKING ENVIRONMENT

Work is performed in a variety of physical environments such as woods, or in swamps, on level and uneven terrains, and in all types of weather (hot, cold, humid, dry, snow, rain, ice, wind). The employee's work schedule may periodically need to be flexible and adjusted, with or without notice, according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective.

Work involves application of herbicides that are toxic to humans without proper precautions. Employees will need to wear personal protective equipment when applying herbicides and apply all chemicals in a safe, legal manner.

Application Instructions:

Obtain an application form (fillable online) on the Tribe's website www.lrboi-nsn.gov (under "Employment" heading) or a copy of the position description by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov ATTN: HR

To apply: Please submit completed LRBOI application, cover letter, resume, and copy of Tribal ID Front/back (if applicable) to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a probationary introductory period.

For further information, please contact the LRBOI HR Department.

Posted: 02/18/2025

Removed: Until Filled