

LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

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

Pay Grade: NE5 Hiring Range: \$16.22 - \$18.94 - 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 seasonal position will assist the Fisheries Program with fieldwork, laboratory, and data recording duties. This position will include extensive fieldwork, equipment upkeep, extensive driving, and may involve data entry. This position requires flexibility in scheduling including late nights and possibly weekends. **Temporary work– Max 89 days and/or 990 hours.**

EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications-

- Enrollment in a Bachelor's degree program in fisheries biology, natural resources, or related field; and
- Basic knowledge of fisheries and aquatic sampling techniques; and
- Possesses a valid Michigan Operator's License with the ability to be insured under Tribe's policy; and
- Ability to perform field work under strenuous conditions during all weather conditions; and
- Ability to work early morning, late night hours and weekends as dictated by program needs;
 and
- Ability to maintain high confidentiality; and
- A heightened attention to detail and accuracy; and
- Ability to work cooperatively with all departments.

Preferred Qualifications:

- One (1) year or more of specific field experience in Natural Resources; and
- Experience operating and trailering equipment and watercraft; and
- Proficiency and demonstrable computer skills with MS Office applications; and
- Experience conducting natural resources surveys and executing detailed instructions.

DUTIES AND RESPONSIBILITIES:

- 1. Assists with preparing and organizing fisheries and aquatic sampling equipment for surveys.
- 2. Assists in conducting field surveys including electro-fishing, water quality sampling, and habitat assessments.
- 3. Assists with maintaining, fabricating, and repairing of fisheries and aquatic sampling equipment as needed.
- 4. Assists with data entry of fisheries and aquatic survey and research data into computer files.
- 5. Operates and maintains company vehicles and/or watercraft.
- 6. Works cooperatively with other Tribal departments on various projects.
- 7. Assists Tribal Members in accessing services and may participate in community programs and educational services offered by department.
- 8. All other position/department related duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

None

PHYSICAL DEMANDS:

Frequent and long periods of walking, standing, or sitting, and occasional lifting, reaching, bending, kneeling, and stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment, and field equipment. An employee will need to be able to meet the physical requirements for a Michigan Operator's License. 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.

WORKING ENVIRONMENT:

Work is performed in a variety of physical environments such as within a climate-controlled environment to aboard watercraft, wading in rivers or lakes, and in all types of weather (hot, cold, humid, dry, snow, rain, ice, wind). The employee's work schedule will need to be flexible and adjusted according to program needs, including weekends, evening, and overnight hours. Overnight and local travel may be necessary for program needs. 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. The use of personal protective equipment is necessary in this position. Such equipment may include gloves, masks, safety glasses, work boots, sun screen, insect spray, protective or insulated clothing/coverings, and life vests (PFD).

Application Instructions:

Obtain an application form (fillable online) on the Tribe's website <u>www.lrboi-nsn.gov</u> (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.

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