



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

POSITION: Seasonal Natural Resources Technician – NRD (2) Temporary - FT

Pay Grade: NE Hiring Range: \$16.22 - \$18.68 – 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 is responsible for supporting the Tribe's Natural Resource Department (NRD) Division(s), in all aspects of program(s) assessment, survey, management, research, and laboratory work to protect the Tribes Sovereign Right to hunt, fish, and gather within the 1836 Ceded Territory. This position will include extensive fieldwork, equipment maintenance, driving, trailering equipment, to support NRD Division's goals and objectives. This position requires flexibility in scheduling including early mornings, late nights and weekends. **Temporary work– Max 89 days and/or 990 hours.**

EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications-

- A High School Diploma or GED; and
- An interest in Natural Resources and the ability to follow and execute detailed instructions; and
- A valid Michigan Operator's License with the ability to be insured under Tribe's policy; and
- Strong verbal communication, written communication, organizational, time management, interpersonal and teamwork skills; and
- Ability to work early morning, late night hours and weekends as dictated by assessment needs; and
- A heightened attention to detail and accuracy; and
- A commitment to confidentiality; and

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 field and sampling equipment for field activities as assigned.
2. Assists with field activities, assessments, and surveys activities to accomplish NRD Division(s) work plans.
3. Assists with maintaining, fabricating, and repairs of NRD equipment.
4. Assists with collecting biological data on sampled species and other data as required.
5. Assists with data collection and maintaining records with a high degree of accuracy.
6. Assists with data entry from field assessments, surveys, monitoring and research as assigned.
7. Operates and maintains company vehicles, watercraft, ATV's and equipment.
8. Works cooperatively with other LRBOI Tribal divisions, departments.
9. Assists Tribal Citizens in accessing Tribal and Natural Resources Department services.
10. 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 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: 02/05/2025

Removed: Until Filled