

# LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

## Position: Seasonal Environmental Technician (FT -Temp. - Natural Resources) - (2)

**Summary:** This seasonal position will assist aquatic biologists and environmental specialists with monitoring of wetlands, wild rice beds, water quality, air quality and brownfield work on the reservation and in the 1836 Ceded Territories. This position will also assist other Environmental Division Staff on projects including open dump surveys, property assessments and air quality monitoring activities. This position includes extensive fieldwork as well as some data management duties. It requires flexibility in scheduling which may include late nights and weekends.

### Employment Qualifications: Minimum Necessary Qualifications -

- Enrollment in a BS degree program in Biology, Aquatic Biology, Environmental Sciences or a closely related field; and
- A basic knowledge of wetlands, water quality; or basic knowledge of air quality; or basic knowledge of brownfield assessments/cleanups; 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 assessment needs; and
- Basic computer skills with Microsoft Office including word, excel, and outlook; and
- Strong verbal communication, and teamwork skills; and
- Ability to maintain high confidentiality; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, 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.

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

Pay Grade: NE5Hiring Range: \$16.22 - \$18.55 - Commensurate with Verified Qualifications.Status: Non-Exempt/Hourly/Bi-weekly PayBackground Check: Basic

#### Application Instructions: Incomplete submissions will not be considered.

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

To apply please submit completed application, cover letter, resume, copy of degree program transcripts, any/all licensure(s), relevant certifications, a copy front/back of driver license, and a copy of Tribal ID front/back (if applicable) to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660 Phone: (231) 398-6859; Fax: 231-331-1233 Email: <u>apply@lrboi-nsn.gov</u>.

## Incomplete submissions will not be considered.

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 ninety (90) day introductory period.

#### For further information, please contact the LRBOI HR Department.

Posted: 03/26/2024

**Removal: Until Filled**