



Pay Grade: NE9 **Hiring Range:** \$17.16 - \$21.11 – **Commensurate with Verified Qualifications.**
Status: Non-Exempt/Hourly/Bi-weekly Pay **Background Check:** Basic

SUMMARY: This position will be responsible for assisting with the research, monitoring, and restoration of wildlife and wildlife habitat. This position will include extensive fieldwork, equipment maintenance, public assistance, and office support activities.

- An associate's or greater degree in Biology, Environmental Science, or related field; and
- Two (2) years field experience in wildlife, ecology, or forestry OR a bachelor's degree and one (1) year of field experience; and
- Ability to perform field work under strenuous environmental conditions; and
- Proficiency and demonstrable computer skills with MS Office applications, specifically Excel; and
- A valid Michigan Operator's License with ability to be insured under Tribe's policy; and
- Proficiency and demonstrable computer skills with MS Office applications, specifically Excel; and
- Ability to work independently and as part of the interagency/interdisciplinary team.

- Michigan commercial pesticide applicator's license.
- Navigational skills, including proficiency with GIS and GPS.
- Experience operating and maintaining power tools for vegetation control and woodworking.
- Experience operating and maintaining boats, ORV's, trucks, tractors, and skidsteers, with ability to get CDL.
- Experience handling live and dead animals.

1. Participates in field work such as: wildlife surveys, hunter check stations, trapping and radio collaring wildlife, invasive species control, habitat restoration, native plant cultivation, and the identification of habitat types.
2. Performs office support work such as data entry, filing, assisting tribal members with tags and permits, etc.
3. Operates and maintains vehicles, heavy equipment, data collection equipment, and power tools.
4. Promotes wildlife resources, appreciation, and cultural history.
5. Participates in community programs and educational services offered by department.
6. All other position/department related duties as assigned by supervisor.

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.

Non-supervisory leadership role – may lead field crews of seasonal technicians.

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 in the woods, or in swamps, on level and uneven terrains, and in all type 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.

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: 04/09/2025

Removed: Until Filled