

# KEWEENAW BAY INDIAN COMMUNITY

**Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540**

2023 TRIBAL COUNCIL

DOREEN G. BLAKER, President  
TONI J. MINTON, Vice President  
ELIZABETH "LIZ" JULIO, Secretary  
ROBERT "R.D." CURTIS, JR., Assistant Secretary  
THEODORE "AUSTIN" AYRES, Treasurer

EDWARD M. EDWARDS  
EVERETT EKDAHL, JR.  
SUE ELLEN ELMBLAD  
RANDALL R. HAATAJA  
KIM KLOPSTEIN  
SUSAN J. LAFERNIER  
RODNEY LOONSFOT

## NATURAL RESOURCES TECHNICIAN

Three (3) Temporary Six (6) months (June to November), Non-exempt positions  
(*Applicants ages 18-25 years of age*)

**ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT**

- Completed Keweenaw Bay Indian Community application
- Copy of valid, unrestricted Michigan driver's license  
**\*\* (See qualifications for driving privileges during employment).**
- Copy of High School Diploma, GED, or High School Certificate of Completion
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the MI Department of Health and Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214
- If you are a KBIC member working towards obtaining your GED, you must provide verification

Keweenaw Bay Indian Community  
Personnel Department  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

**"Home of the Midnight Two-Step Championship"**

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## POSITION ANNOUNCEMENT

### **POSITION:**

**NATURAL RESOURCES TECHNICIAN (18-25 years of age)**

Temporary six (6) month (June – November), Non-exempt position

### **LOCATION:**

Keweenaw Bay Indian Community Natural Resources  
Pequaming, Michigan  
(Located 7 miles from L'Anse on Pequaming Road)

### **SUPERVISORY CONTROL:**

Wildlife Biologist

### **SALARY:**

Grade 4 (starting wage \$16.47/hour) Note: This position has been classified as 90% tax exempt for qualified KBIC tribal members under Internal Revenue Code §7873 – Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities.

### **QUALIFICATIONS:**

- Must have High School Diploma, GED, or Certificate of Completion.
- **Applicants 21 years of age are permitted to drive**, if they possess a valid unrestricted Michigan driver's license, have a good driving record, and insurable. Must sign the KBIC Driving Record Check form to operate fleet vehicles.
- Applicants **under the age 21 are not permitted to drive during work hours**.
- Be in good physical condition, able to perform physically strenuous duties, and shall be able to regularly lift and carry 50 pounds unassisted.
- Have good communication skills.
- Possess legible handwriting.
- Must be willing to conduct fieldwork in a variety of environmental conditions such as rain, heat, cold.
- Must have computer experience using Microsoft Office.
- Ability to read a compass and or use GIS.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigation Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

### **INDIAN PREFERENCE:**

Preference will be given to qualified individuals of American Indian descent.

### **VETERAN PREFERENCE:**

Preference will also be given to Veterans who do not have a bad conduct or dishonorable discharges (need DD214)

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## **DUTIES AND RESPONSIBILITIES**

1. Assist program staff in collecting relative fish, plant, wildlife, and environmental data, including the mapping and surveying of habitat and tying sampling nets.
2. Assist program staff in the collation and entry of data. Perform data entry into a computer.
3. Assist program staff in the operation and maintenance of fish hatchery including feeding fish, cleaning tanks, fin clipping hatchery fish with federally approved chemicals for anesthetizing, fish stocking in area lakes and streams, and sampling fish, spawning fish, egg and fry care, data recording, and other hatchery duties as assigned.
4. Assist staff with propagation and care of plants in raised beds, fields, orchards, and KBIC high tunnel and greenhouse. Responsible for routine plant care; fertilizing, weeding, watering, sowing, and transplanting. Duties may include record keeping for operations and maintenance and care of associated equipment and supplies.
5. Assist staff with native plant restoration work using outlined methods at designated sites. Duties may include weeding, chemical application, watering, sowing, planting, and plant identification. Duties may include assistance with plant data plot recording, ground-truthing plant inventories, and plant materials collection.
6. Assist staff with control of invasive plants work using outlined methods at designated sites. Duties will include manual removal and disposal of plant materials and chemical control for which appropriate training and certification is necessary. Biological methods may also be used which would require beetle care. Duties may include record keeping for operations and maintenance and care of associated equipment and supplies.
7. Responsible for assisting in the maintenance and repair of equipment.
8. Shall be required to work in a variety of environmental conditions rain, snow, heat, rain.
9. Shall report daily to supervisor, complete work as assigned and be required to complete and submit various reports and summaries including work logs, data collection, and monthly reports.
10. Assist staff with providing Public Outreach assistance (i.e. various departmental functions, including the Annual KBNRD Environmental Fair and Kids Fishing Derby).
11. May be required to perform other duties related to the natural resources on or near the L'Anse and Ontonagon Indian Reservation, in the Western Upper Peninsula of Michigan.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

**Distribution Date:** February 16, 2023      **Closing Date:** March 3, 2023 @ 4:00 p.m. or until filled

TERO Approval: <u>Debra L. Pucciano</u>
Reviewed for Barriers only!
Date: <u>2/16/2023</u>

**DRIVING RECORD CHECK FORM**

Position applying for or current position held: \_\_\_\_\_

Department: \_\_\_\_\_

Is driving required for this position: \_\_\_\_\_

**4.5 Driving Record:** All newly hired and current employees are required to provide a copy of their driver's license, commercial driver's license (CDL) or chauffeur license or provide the status if none or not valid and sign a consent form for the Community to enroll them and to obtain access to their personal driving record. As a condition of employment, each employee is required to be insurable according to their position description and the Tribe's current insurance carrier/agent. The Personnel department shall maintain a list of employees eligible to drive a fleet vehicle and a list of employees that are excluded. Excluded employees may not drive the Community's fleet vehicles. The Personnel Department shall enroll each newly hired or current employee through the Michigan Department of State subscription service. The enrollment shall include the employee's name, their driver's license number, CDL, or chauffeur's license, along with their date of birth. The Community will be provided a driving record of all employee(s) when they are first enrolled and then whenever there are any violations, restrictions, suspensions, or revocations posted to their record. Reports will be obtained at least annually.

\*\*\* Current insurance carrier requires all drivers of KBIC fleet vehicles be **at least 21 years of age.**

Name: \_\_\_\_\_  
Last First Middle

I have read KBIC Driving Record Policy 4.5 and consent to a record check on my license Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's license number: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

Or

I do not have a valid license as of Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason: \_\_\_\_\_

Signature \_\_\_\_\_

**By signing this document you are agreeing that you have read and understand the policy and how it pertains to you as an employee of the KBIC.**

Personnel Use only

Copy of license

Copy of personal vehicle insurance coverage