

# KEWEENAW BAY INDIAN COMMUNITY

2022 TRIBAL COUNCIL

KIM KLOPSTEIN, President  
SUSAN J. LAFERNIER, Vice President  
TONI J. MINTON, Secretary  
DON MESSER, Assistant Secretary  
RANDALL R. HAATAJA, Treasurer

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

DOREEN G. BLAKER  
ROBERT "R.D." CURTIS, JR.  
EDDY EDWARDS  
SUE ELLEN ELMBLAD  
ELIZABETH "LIZ" JULIO  
GARY F. LOONSFOOT, JR.  
RODNEY LOONSFOOT

## NATURAL RESOURCES TECHNICIAN

On-Call/Fill-In, non-exempt position

**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 Michigan driver's license
- Copy of High School Diploma/GED/Certificate of Completion
- If you are a KBIC member working towards obtaining your GED, you must provide verification
- Minimum of three (3) Letters of Recommendation
- 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

Keweenaw Bay Indian Community  
Personnel Department  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4140 or 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

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- POSITION:** **NATURAL RESOURCES TECHNICIAN**  
On-Call/Fill-In, non-exempt
- LOCATION:** KBIC Natural Resources - Pequaming, Michigan
- SUPERVISORY CONTROL:** Natural Resource Specialist
- 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.
  - This qualification may be waived for individuals 55 years of age or older who meet the remainder of the qualifications listed below.
  - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Ability to work well in a team environment and independently.
- Must be in good physical condition, able to perform physically strenuous duties, and shall be able to regularly lift and carry 50 pounds unassisted.
- Technician shall be capable of working in and walking through rough terrain.
- Technician shall be able to work for periods of time in inclement weather including cold, snow, rain, sleet, and heat.
- Must have legible handwriting, valid, unrestricted Michigan driver's license, a good driving record and be insurable to operate fleet vehicles.
- Individual must be willing to attend pesticide applicator certification training. Certification must be successfully obtained.
- Individual must have good attention to detail, strong organizational skills, and be motivated to learn new skills.
- Must be willing to perform a wide variety of duties with varying levels of responsibility.
- Must have demonstrated experience with collecting and recording data, use of field equipment, and use of computer software including Excel and Word.
- Must be willing to work weekends or evenings when required.
- 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).

LEAD BAND OF CHIPPEWA INDIANS  
"Home of the Midnight Two-Step Championship"

**DUTIES & RESPONSIBILITIES**

**General Work Duties**

Technician will primarily assist Natural Resource Specialist and the Plant Technician with invasive plant species inventory and control work, native plant seed collection, native species planting project work, native plant harvest, and greenhouse duties.

Technician will collect and record data, use maps and compass, and use and maintain GPS units, data loggers, and various other types of field equipment.

Technician will be responsible for recording detailed field observations as instructed, collecting field samples, manual, chemical, or biological invasive plant species control work, native species seed collection, and become familiar with a range of native and invasive plant species. Technician will be required to complete daily work activity logs, monthly summary work reports, timesheets, and other administrative record keeping reports.

Technician shall be required to attend and successfully complete Pesticide Applicator Certification courses to maintain employment.

Technician shall have a current valid driver’s license and be capable of safely and responsibly transporting and operating various types of field vehicles including four-wheel or all-wheel drive vehicles and 4-wheel ATV’s. Technician shall responsibly use and care for various hand and power tools, including rakes, shovels, cutters, and other such tools.

Technician shall be in good physical health, able to perform physically strenuous duties for long periods of time, and shall be able to regularly lift and carry 50 pounds of equipment. Technician shall be capable of working in and walking through rough terrain. Technician shall be able to work for periods of time in inclement weather including cold, snow, rain, sleet, and extreme heat.

**Data Entry, Collation**

Technician shall be required to complete data collation, data entry, and maintain work files. This work will involve use of a computer for data entry.

**Daily Duties**

Technician shall receive work instructions from and report daily to the Natural Resources Specialist or the Plant Technician.

**Other**

Technician may be required to assist Natural Resource Department staff in other program areas including, but not limited to, fisheries, aquaculture, wildlife inventory, environmental sampling or testing, general maintenance and operations, grounds keeping, facility improvements, Kid’s Fishing Derby and other outreach activities, and other natural resource and environmental work on or near the L’Anse Indian Reservation, Baraga County, 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: October 21, 2022

Closing Date: Open Continuous

TERO Approval: *Debra Pucciano*  
Reviewed for barriers only!  
Date: *10/21/2022*

**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