

KEWEENAW BAY INDIAN COMMUNITY

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

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

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

PLANT TECHNICIAN COLLEGE INTERN

Non-exempt, Year-Round Student Position

Hours as needed and in accordance with course schedule (dependent on grant funding)

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 High School Diploma, GED, or Certificate of Completion
- ☐ Copy of college Class Schedule/Transcripts or proof of enrollment
- ☐ Copy of valid, unrestricted Driver's License
- ☐ 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

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

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 DESCRIPTION

POSITION:

PLANT TECHNICIAN COLLEGE INTERN

Non-exempt, Year-Round Student Position
Hours as needed and in accordance with course schedule
(Dependent on grant funding)
Follows Personnel Policy – Student Position

LOCATION:

KBIC Natural Resources Department
Pequaming, Michigan
(Located 7 miles north of L'Anse)

SUPERVISORY CONTROL: Habitat Specialist

SALARY: Grade 4 (minimum starting wage = \$16.47/hour)

QUALIFICATIONS:

- Must have a High School Diploma, GED or Certificate of Completion.
- Must be a college-level student currently attending a college/university full-time.
- Must maintain good academic standing throughout employment (must provide copies of grades/class transcripts on a quarterly basis as documentation of academic standing).
- Prior work experience in the environmental field **OR** enrolled in **OR** completed college courses in Environmental Studies is preferred.
- Must possess a valid, unrestricted driver's license, a good driving record, and be insurable to operate fleet vehicles. Must be willing to travel as necessary. **** Note: Must be at least 21 years of age to operate fleet vehicle or personal vehicle during work hours per insurance carrier for coverage.**
- Must be willing to conduct fieldwork in a variety of rugged and remote environmental conditions, including times of inclement weather such as rain, heat or cold.
- Must be in good physical condition, able to perform strenuous duties for extended periods of time; such as walking with 30lb backpack over long distances.
- Must be able to work effectively with professionalism under minimal supervision and in a team environment.
- Must have good communication and writing skills and legible handwriting.
- Must be able to navigate through forests using a compass, maps and/or GPS. 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.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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

VETERAN PREFERENCE: Preference will be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

- 1) Complete relative training for position when directed and when such training is available.
- 2) Maintain disciplined and professional work ethic both with minimal supervision and in a team environment. Maintain confidentiality regarding KBIC, Department, and staff related information.
- 3) Responsible for administrative duties such as vehicle logs, following of policies, timesheets, using fax and copier, purchases, meeting attendance, and other general activities.
- 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 are examples. 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-trothing, plant inventories, and plant materials collection.
- 6) Assist staff with control of invasive plant 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 are 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) Assist staff with outreach and education plans and events to a variety of groups, including the KBIC youth program, and will provide for greenhouse or field tours as directed. Assists with coordinated efforts for native plant restoration and use, and invasive plant control efforts with partners.
- 8) Shall perform other duties as assigned.

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 2, 2023

Closing Date: February 16, 2023 at 4pm or Open until filled

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| TERO Approval: <u>Debra Piccinini</u> Reviewed for barriers only! Date: <u>2/2/2023</u> |
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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