



Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

LAKE BARGE OPERATOR

Position Description

Opens: May 20, 2021

Closes: May, 27, 2021

Department:	Natural Resources	Reports to (title):	Ecological Resources Program Director
Job Code:	N-7	Job Location:	Bois Forte Tribal Government Nett Lake, MN
Pay Range:	Negotiable	Supervises:	No
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Seasonal	Effective Date:	01/01/2017
		Revised Date:	12/28/2016

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Lake Barge Operator transports, operates, and maintains lake weed-clearing barges as part of Nett Lake Restoration program. Work will start in the spring and continue until the lake freezes.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Operates and maintains the lake barges, including basic inboard and outboard engine repair and maintenance, peripheral equipment and safety features.
- Cuts, collects, and removes nuisance weed material from Nett Lake; follows developed restoration plans.
- Maintains daily work records, daily equipment log books, and equipment maintenance schedules.
- Performs other job related duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- One year experience in Ecology or equipment maintenance-related work
- Education:
- High school diploma or equivalent GED

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- License/Certification:
- Must possess a valid state driver's license, and be insurable on the RTC automobile policy
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Must be willing to receive barge operator training, training in maintenance of equipment, first aid training, supervision in operations, and must be willing to receive and pass their class A CDL after one season of employment.
 - Willing to work extended hours under inclement weather conditions, if necessary.
 - Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
 - Possess good verbal and written communication skills to work with Federal, State, local, and Tribal officials and the general public in a professional manner.
 - Knowledge of basic mechanic skills.
 - Ability to work with others and maintain good working relationships.
 - Ability to work outdoors in all weather conditions and to adapt to a flexible schedule.
 - Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
 - Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
 - Ability to perform other duties as assigned.
 - A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Associate's Degree with one year related demonstrated ecology fieldwork during course of study
- Experience in operation and maintenance in heavy equipment.

WORK ENVIRONMENT

Work environment: Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Outdoor conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

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Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a fair credit reporting act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.