



# Bois Forte Band of Chippewa

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

## WATER RESOURCES TECHNICIAN

### *Position Description*

Opens: May 20, 2021 Closes: May 27, 2021			
<b>Department:</b>	Natural Resources	<b>Reports to (title):</b>	Ecological Resources Program Director
<b>Job Code:</b>	N-7	<b>Job Location:</b>	Bois Forte Tribal Government - Nett Lake, MN
<b>Pay Range:</b>	Negotiable	<b>Supervises:</b>	No
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	01/01/16
		<b>Revised Date:</b>	

### 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 Water Resources Technician performs a variety of technical tasks in the area of water conservation, recycled water and water resource development, water quality, and water supply planning activities including collection and analysis of water use data; presentation of water resources exhibits; designing and producing graphics materials with a computer; and procuring, maintaining and distributing water resources related materials.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Implements and oversees field monitoring, field sampling and laboratory analyses associated with scientific evaluations of surface and ground water protection and management for Bois Forte Reservation waters.
2. Implements laboratory testing programs and researches and procures necessary testing equipment and supplies
3. Develops a volatile organic chemical (VOC) and inorganic chemical (heavy metals) testing program.
4. Works closely with the Ecological Resources Program Director to develop cross-training opportunities in laboratory testing for field technicians.
5. Maintains water quality data bases and develops computer-instrument interfaces for data manipulation and reporting purposes.
6. Assists in prescribed fire burning.
7. Places sand detonates explosive charges as directed.

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8. Performs other duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

- |  |   |
|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• One year related demonstrated ecology fieldwork during course of study required</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• Associate's Degree in Ecology, Hydrology or related field</li></ul>   |
| License/Certification:   | <ul style="list-style-type: none"><li>• Must possess a valid state driver's license, and be insurable on the RTC automobile policy</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Experience working in a laboratory and knowledge of equipment use.</li><li>• Knowledge of Tribal Water and Natural Resources management and development issues and a basic familiarity with Federal Indian law relative to Water and Natural Resources</li><li>• Knowledge in the development and management of the Water and Natural Resources to meet the economic and social needs of the Tribe.</li><li>• Ability to create reports and demonstrated report writing skills.</li><li>• Experience in use of computer spreadsheets, data-based programs, word processing programs and internet programs.</li><li>• Basic knowledge and/or experience in inorganic and organic chemistry principles and measurement techniques.</li><li>• Ability to travel extensively through the northern/central regions of Minnesota.</li><li>• Ability to perform field work under a variety of environmental conditions.</li><li>• Ability to manage multiple job-related duties.</li><li>• Available to work non-traditional work schedules and complete tasks independently.</li><li>• Willing to work with potentially dangerous substances and situations (prescribed fire burning and explosive use).</li><li>• Must have knowledge and/or experience working with EPA and other agencies.</li><li>• Must be able to use and maintain equipment such as snowmobiles, ATV's, and air boat.</li><li>• 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.</li><li>• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.</li><li>• Ability to perform other duties as assigned.</li><li>• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.</li></ul> |

### PREFERRED QUALIFICATIONS

- B.A. or B.S. degree and one year related demonstrated Ecology fieldwork during course study preferred

### WORK ENVIRONMENT

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- 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.
- 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 and, at times, complicated 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.

**Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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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](http://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](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.