



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Natural Resources Technician
Department: Environmental Management Office
Supervised by: Natural Resource Specialist
Pay Rate: T-6 \$16.48-\$23.07 DOQ
FLSA Status: Non-Exempt / Full-Time

Position Summary:

Under the supervision of the Environmental Natural Resources Specialist. The Natural Resources Technician will perform a variety of specialized, conservation related tasks in accordance with current Environmental Management Office projects as well as support for education and community outreach events and activities. Projects entail restoration work in the Conservation Open Space Area, Solid Waste Abatement, Hazardous Fuels Reduction, Invasive Weed Abatement, Working with Young Adult Internship Program, Collaboration with Forest Service, BLM, Fish and Wildlife and other Tribal Departments. Position would work with hand tools and power tools and operate equipment and use computers, laptops, and tablets to collect data and provide reports of job sites.

Responsibilities:

- Assist with the Natural Resources Internship program on daily tasks.
- Keep designated areas of EMO Equipment and job site areas clear of debris.
- Maintain Natural Resource vehicles when needed.
- Keep storage area organized and equipment maintained.
- Submit material and supply requests to Natural Resource Specialist when needed.
- Work with the Natural Resource Specialist to prepare grant funding reports and future grant funding opportunities related to the position and ongoing projects.
- Must be able to work independently with minimal supervision at times.
- Must demonstrate initiative, commitment, dedicated work ethic, and positive attitude to job duties and tribal environmental goals and objectives.
- Provide regular communications to Natural Resource Specialist.
- May oversee and direct any volunteers on any work needed.
- Perform other duties when required.

Provide support in managing Tribal Conservation Area

- Assist in managing the vegetation and infrastructure within the Conservation Open Space Area.
- Trail creation, clearing and maintenance; tree pruning, transplanting seedlings, and plants; spreading chips; cutting vegetation on land and water; assist with spot burning.
- Keep trails, waterways and fields clean of debris, reasonably free of invasive weeds.
- Provide labor support to propagate and transplant native and riparian plants throughout the contract period.
- Install and maintain light infrastructure as directed including signs, fencing, benches etc.
- Keep designated areas of fields and pathways mowed and clear of debris.

Provide support in assisting Hazardous Fuels Reduction Crew

- Assist with Hazardous Fuels Crew to perform fuels reduction work at worksites and providing documentation to supervisor as directed.
- Assist with using Arc-GIS for notes and data collection.
- Monitor Equipment.
- Assist in Monitoring work sites
- Provide data for supplies and equipment for purchasing.
- Assist with program on as-needed basis.

Provide labor in support of Tribal Solid Waste Special Projects:

- Sorting solid waste and recyclables and assist with data collection/cleanup of Open dump projects.
- Perform Annual Reservation-wide Audit of Solid/Haz Waste sites.
- Assist with program on as-needed basis.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies that are essential functions of this position.

- Time Management—prioritizes and plans work activities, uses time efficiently and develop realistic plans.
- Decision Making— identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Oral communication—speaks clearly and persuasively in positive or negative situations.
- Detail Oriented—demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- Organized—keeps clean and organized workspace and projects.
- Motivated—inspires self and others to get the job done and follow through on tasks.

Experience and Education:

- A minimum of a high School Diploma or GED required.
- Experience working in the field of vegetation management and maintenance.
- Experience with Microsoft Programs, (e.g., Word, Excel, Outlook).

Other Requirements:

- Must possess a valid California Driver's License and be insurable under the Tribal Insurance.
- Must be able to lift up to 50lbs.
- Must be able to operate and maintain a variety of motorized quad and small tractor with brush mower attachment.
- Must have technical skills to operate laptops, computers and tablets.
- Must be able to learn and operate Geographical Information Systems programs/surveys.
- Must abide by Tribal Confidentiality Policy with all projects and work.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.

- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-employment Selection policy, including criminal background check.
- Must comply with the Bishop Paiute Tribe's Covid-19 Vaccination Policy.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.