

POSITION ANNOUNCEMENT

POSITION: Aquatic Invasive Species Outreach Assistant

LOCATION: Biological Services Department
Bay Mills Indian Community
Brimley, Michigan

GRADE: 7 (\$15.00/hr DOE)

TERM: 40hrs per week for 12 weeks. Early May – Mid September
(Start & end dates are flexible)

POSITION SUMMARY:

The Aquatic Invasive Species Outreach Assistant will be responsible for staffing the Bay Mills mobile boat wash station to reduce the spread of invasive species. He/she will educate boaters on invasive species and will operate and maintain the pressure washer. He/she may also be responsible for assisting the Aquatic Biologist in field work, stream and beach water quality monitoring, and electrofishing. He/she may also be responsible for assisting with invasive plant species removal.

ESSENTIAL FUNCTIONS:

1. Ability to follow directions and work as a team
2. Ability to work independently
3. Operate motor vehicle pulling a trailer; maintain equipment
4. Must work weekends
5. Good communication skills; comfortable speaking to the public
6. Assist with water quality monitoring and electrofishing
7. Assist with invasive species plant control efforts – hand-pulling, cutting
8. Participation in preparing education materials
9. Keep daily activity log
10. Some summary report writing
11. Attend any mandatory trainings
12. Other duties as assigned

PHYSICAL REQUIREMENTS:

This position may require working during adverse weather conditions. This position will require working independently on weekends. Fieldwork duties may require the employee to begin early in the morning and work late into the evenings. Standing, bending, crouching and some lifting greater than 25 pounds will be required; the employee should be in good physical condition.

POSITION REQUIREMENTS:

1. Successful completion of a high school diploma
2. Must have a valid Michigan Driver's License with an excellent driving record.
3. Must be able to drive a motor vehicle with an attached trailer
4. Knowledge of the Bay Mills Reservation and surrounding areas
5. Knowledge of how to identify plants and willingness to learn
6. Good written and oral communication skills
7. Must have an excellent past work record as demonstrated from reports from past employment references
8. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: April 1, 2023 @ 4:30 pm

APPLY TO: Send Resume and Application to:

Anna Carrick or Renae Wiczorek
Human Resources Generalists
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8523 or (906)-248-8521

recruitment@baymills.org

Subject: Aquatic Invasive Species Outreach Assistant

Applications can be found on the Bay Mills website at www.baymills.org under the employment section