



Bois Forte Band of Chippewa

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

LEAD PROGRAM TECHNICIAN

Position Description

Opens: April 1, 2019 Closes: April 12, 2019			
Department:	Natural Resources	Reports to (title):	Environmental Services Manager
Job Code:	N-9	Job Location:	Bois Forte Tribal Government Nett Lake, MN
Pay Range:	Min: \$14.43 Mid: \$18.035 Max: \$21.64	Supervises:	No
Hours/week:	40 hours per week	Classification:	Non-Exempt
Type of Position:	Full Time	Effective Date:	01/08/2019
		Revised Date:	01/08/2019

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.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Lead Program Technician will provide outreach and education on compliance with lead-based paint regulations and the potential risks to public health and the environment. The position will also provide technical assistance and administrative support to Bois Forte Environmental Service staff and programs.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Plan and coordinate local and regional informational outreach sessions on lead-based paint and other environmental health issues.
2. Work with the Nett Lake School and other regional tribal schools on various environmental programs and on-going educational functions.
3. Develop quality environmental outreach materials (i.e., brochures, pamphlets, posters, etc.,) for local and regional distribution.
4. Research, develop, and distribute educational information on lead-based paint and other environmental health issues.
5. Develop curricula for environmental training sessions for regional tribal environmental, health and housing professionals.
6. Prepare informational articles for periodic including in the Bois Forte News.
7. Assist with environmental testing, inspections and assessments in tribal residences and buildings on the Bois Forte Reservation.
8. Assist in maintenance of environmental testing equipment and assist in preparation of all necessary QA/QC procedures.

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9. Represent the Bois Forte Tribal Government in a positive and professional manner in the community and other regional communities.
10. Complete other environmental health and safety duties and responsibilities as assigned.
11. Performs other duties as requested.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• None |
| Education: | <ul style="list-style-type: none">• BA/BS degree in an environmental, education, science or health field is preferred. |
| License/Certification: | <ul style="list-style-type: none">• Must possess a valid state driver's license and be insurable under RTC automobile policy. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Ability to effectively communicate both orally and in writing to other personnel, interagency cooperators, and the general public.• Willing to receive training and become certified in the areas of lead-based paint and other environmental health and regulatory programs as necessary.• Knowledgeable in environmental health and regulatory programs and be able to teach and train other about a variety of environmental topics.• Able to plan and complete work objective within specific timeframes.• Must be effective in handling multiple duties and responsibilities.• Possess natural creative talent in developing visual educational materials, programs and outreach functions.• Dependable and able to meet project goals, objectives, and deadlines.• Ability to operate general equipment, i.e., computer; fax machine, telephone, ATV, snowmobile, tracked equipment, mowers, tractors, firefighting apparatus, trucks, cars, shop tools (power and non-power), chainsaw, etc.• 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

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

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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, climb 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 and employees.

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, dangerous 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 Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.