



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Tribal Conservation Crew Member
Department: Environmental Management Office
Supervised by: Natural Resource Coordinator, or designee
Pay Grade: NE3 \$19.51 - \$25.36 Hourly (\$40,571 - \$52,742 annual) DOQ
FLSA: Non-Exempt, Hourly / Regular; Seasonal, Grant Funded Position

Position Summary: This is a paid internship to obtain on-the-job skills and training as well as traditional knowledge and skills for young adults between 16 and 29 with career goals in the fields of natural and cultural resource management. Under the supervision of the Natural Resources Coordinator, primary duties will be to participate in exercises, field trips and workshops to obtain skills and explore career goals and pathways in the fields of natural and cultural resource management.

Indian Preference: *The Bishop Paiute tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.*

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

ESSENTIAL DUTIES:

1. Participate in program workshops on specialized topics of natural and cultural resource management such as geographic information systems, mapping and orienteering, forestry, fire and fuels management, botany, recreation, trails, wilderness, soil, hydrology, archaeology and wildlife.
2. Participate in program field trips to build awareness of career opportunities and higher education in natural and cultural resource management fields on tribal and federal lands in cooperation with federal land managers.
3. Identify and monitor vegetation following tribal and federal agency protocols.
4. Provide labor for an assortment of tribal natural resource projects that may involve; trail creation, clearing and maintenance; tree pruning, transplanting seedlings and plants; cutting vegetation on land and water; assistance with spot burning keeping trails and waterways and fields clean of debris and invasive plants; propagation and transplanting of native and riparian plants; installation and maintenance of signs, fencing benches; watering plants and maintaining small scale irrigation systems and providing labor in support of natural resource projects as needed.
5. Must be able to perform work in an outdoor environment that ranges from very cold and wet to very hot and dry climates. Work may involve physical exertion over very steep, wet, muddy, slippery, rough, uneven or rocky surfaces. It may also include bending, crouching, stooping, stretching, reaching, and similar activities.
6. Must be able and willing to learn basic hiking and backpacking skills and participate in overnight trips lasting 1-4 days.
7. Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- High school diploma or GED is not required, due to the age limitations of this position.

Other Requirements:

- Valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy, *preferred*.
- Ability to manage and prioritize multiple assignments and meet deadlines.
- Must be available to be on call after hours, holidays, evenings, and weekends for work as scheduled and/or in the event of emergencies.
- Must comply with the Bishop Paiute Tribe's organizational policies.

- 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, including but not limited to, appropriate greetings in Paiute language, ceremonial and cultural event recognition, etc.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

1. *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make a responsible decision.
2. *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
3. *Analytical Skills* - Ability to analyze operational, statistical, and financial information and draw logical conclusions; compare and interpret facts and figures.
4. *Communication* – Ability to communicate clearly both verbally and in writing; ability to write clear and concise reports, memoranda, directives, and letters.
5. *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
6. *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
7. *Detail-Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
8. *Adaptability* – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
9. *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
10. *Organized* – the individual keeps clean and organized workspace and projects.
11. *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.
12. *Technology Skills* – Operates various word-processing, spreadsheets, accounting, HR and database software programs in a Windows environment.
13. *Safety Oriented*- Observes surroundings to maintain a safe working environment for community members and co-workers.

PHYSICAL REQUIREMENTS

- Ability to work long hours as needed.
- Ability to frequently stand, walk, sit, perform desk-based computer tasks, and use a telephone.
- Ability to occasionally kneel or crouch.

I hereby acknowledge that I have read and reviewed this Job Description with my Supervisor / Manager. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted job responsibilities/conditions.

Employee

Signature: _____

Date: _____

HR

Signature: _____

Date: _____

Manager/Supervisor:

Signature: _____

Date: _____