



Phone (360) 466-3163
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Swinomish Indian Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476
11404 Moorage Way
LaConner, Washington 98257-0817

JOB ANNOUNCEMENT

CONSERVATION TECHNICIAN INTERN

SALARY: DOQ.

APPLICATION REVIEW BEGINS: 12/11/2017

GENERAL FUNCTION:

The Conservation Technician intern is responsible for providing field and technical support for the Swinomish Departments of Land Management and Environmental Protection, including field visits and maintenance to Tribal properties on- and off-Reservation including: improved and unimproved properties, tidelands, recreation, and conservation areas to ensure proper use, management, and that authorized activities are conducted in accordance with Tribal policies. This is a part-time to full-time training position for a motivated person who is interested in gaining work experience while attending college or newly graduated and is based in the Land Management and Environmental Protection Departments and is supervised by the Land Management and Environmental Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists Land Management and Environmental Directors by visiting various Tribal properties and tidelands to ensure areas are used properly, in good condition, free of trash, access is secured, signs in place/present, and authorized activities are conducted in accordance with codes or regulations;

- Maintains schedule to regularly visit all Tribal properties including but not limited to: swədəbs Park; Lone Tree Point, Marine Interpretive Center & Trail; McGlinn Island; AgLands or Flats; Similk Beach; SneeOosh Beach; Kukutali Preserve (in coordination with caretaker); Turners Bay.
- Initiates or coordinates with other Tribal departments routine maintenance activities to ensure properties are maintained including: at open spaces and parks for grass mowing, weed control, facilities maintenance, and trash pickup; and, management of hazardous wastes from waste oil shed and boat repair facility;
- Coordinates field visits for shoreline and tidelands management including: site visits on routine permit actions, respond to violation tips, routine shoreline monitoring, and submit paperwork; and,
- Regularly submits reports on findings, maintenance activities, and any special maintenance and repair needed for each property;

OTHER DUTIES

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

SKILLS:

- Physical ability to work in the field as well as work in an office setting;
- Ability to follow routine schedule and attention to detail;
- Ability to learn use of GPS to collect and map information about properties;

- Willingness to learn programs including Microsoft Word, Excel, Outlook, and Access to enter data and write reports;
- Good verbal and written communication and interpersonal skills;
- Ability to work independently and efficiently.

MINIMUM REQUIREMENTS:

- Minimum education requirements; High school diploma or GED and preferred to have one to two years of college coursework in other discipline appropriate to the position or equivalent.

SPECIAL REQUIREMENT:

- Valid Driver's License.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

APPLICATION INSTRUCTIONS:

Return application (1) form, (2) cover letter, and (3) resume to Alethia Edwards in the Personnel Office.

- Complete the Swinomish Tribal Community **application form**; *do not write, "See resume" on the application; professional and/or scholastic references only.* To Obtain an application form: Go to: <http://www.swinomish-nsn.gov/resources/human-resources.aspx>; or call: 360-466-1216; or e-mail aiedwards@swinomish.nsn.us
- Include **a cover letter & resume** identifying why you feel you are qualified for this position.

**Swinomish Tribal Community
Personnel Office
11404 Moorage Way
LaConner, WA. 98257**

Consistent with practices of federally recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent of the successful completion of a drug and alcohol screening (per job description) and criminal background investigation.