



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Natural Resource Technician Level 1  
**SUPERVISOR:** Fish Hatchery Manager  
**LOCATION:** LDF Tribal Natural Resource Department  
**POST DATE:** October 16, 2024  
**CLOSING DATE:** October 30, 2024

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**General Description:** The primary responsibility of this position is to assist and implement various projects associated with producing fish (walleye, muskellunge, white suckers, sturgeon, trout) of various sizes (fry and fingerlings) for stocking reservation and off reservation water.

**Qualifications:** High School Diploma or equivalent is required. Basic knowledge of Science. Prior work experience in Natural Resource preferred. Must have a valid WI Drivers license and be insurable.

**Salary:** \$16.00/hr.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

- A. TITLE OF POSITION:** Natural Resource Technician Level 1-Fish Hatchery
- B. DEPARTMENT:** Lac du Flambeau Tribal Natural Resource Department
- C. SUPERVISOR'S TITLE:** Fish Hatchery Manager
- D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to assist and implement various projects associated with producing fish (walleye, muskellunge, white suckers, sturgeon, trout) of various sizes (fry and fingerlings) for stocking reservation and off reservation water. Specific responsibilities include but are not limited to:
1. Feed, grade and collect eggs from wild and hatchery fish; stock; pick and enumerate eggs; regulate water supplies; remove morality; and recognize and treat fish disease.
  2. Conduct some fisheries surveys.
  3. Record and maintain information on amount and type of feed received and fed, water quality, fish mortalities, stocking, maintaining gas, oil, and mileage records.
  4. Weigh, count and load fish and eggs for transfer and stocking, operate hauling trucks, and distribute fish.
  5. Maintain, construct, and perform minor repairs to ponds and walkways, fish feeders, egg trays, screens etc.
  6. Fertilizing fish rearing ponds and keep records.
  7. Maintain lawns, shrubs and trees.
  8. Maintain and repair hatchery buildings, fish pumps, lawn mowers, power tools, roads, nets etc.
  9. Meet the public, maintain public relations, answer questions, and conduct hatchery tours.
  10. Assist other Natural Resource Staff with their projects as requested.
  11. Other duties as assigned.
- E. POSITION RELATIONSHIPS**
1. **Internal:** Frequent contact with program staff, community center/administration, or other tribal departments.
  2. **External:** Frequent contact with tribal and non-tribal members; federal agencies (BIA, USFWS, etc.); local agencies (University of Wisconsin, lake organizations, etc.).
- F. SUPERVISORY RESPONSIBILITIES:** None
- G. SUPERVISION RECEIVED:** Tribal Fish Hatchery Manager and indirectly to the Natural Resource Director.
- H. EDUCATION:** High School Diploma or equivalent is required. Basic knowledge of Science that can obtained typically through a high school education.
- I. EXPERIENCE:** Minimum of 1-year experience in Fisheries, Fish rearing/stocking or other Natural Resource field preferred.

**J. SKILLS:**

1. Must possess a valid WI Drivers license and be insurable.
2. Must be willing to work flexible hours including weekends and holidays and willing to work overtime as required by direct supervisor.
3. Experience with a general computer, software, and email system.
4. Fish culture experience in a hatchery setting.
5. Spawning adult fish.
6. Operation and maintenance of a boat and motor and be able to back up a boat into the water.
7. Be able to set and remove nets.
8. Maintenance of nets and leads.
9. Operating and maintenance of pond pumps and equipment.
10. Operating and maintenance of heavy equipment.
11. Operating and maintenance of electronic or mechanical equipment.
12. Collecting and recording data.
13. Able to work with general public by providing answers to questions, providing information, etc.
14. Basic knowledge of the Lac du Flambeau Tribal Reservation.

**K. WORKING ENVIRONMENT:**

- 1. Work Conditions:** Office conditions are normal desk and computer situation which requires moderate periods of standing and sitting. Field conditions require significant standing, walking, lifting (minimum of 50lbs) and climbing, exposure to heat, extreme cold, rain and snow.
- 2. Exposure to Hazards:** May be exposed to some hazardous/solid/environmental wastes/chemicals; will be over deep water.
- 3. Physical Requirements:** Requires significant standing, walking, lifting (minimum of 50lbs) and climbing.

**L. BEHAVIORS:** The vision, goals and objectives of the Lac du Flambeau Band of the Chippewa Indians requires the Seasonal Natural Resource Technician-Fish Hatchery to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and subject to disciplinary action.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Interest in the conservation and protection of Aki (Mother Earth) & Natural Resources. Must be able to work flexible hours including weekends and holidays.

**SIGNATURES:**

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**Employee** **Date**

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**Manager** **Date**

Previously signed  
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**Tribal Administrator** **Date**

Previously signed  
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**Human Resources Director** **Date**