



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
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**VACANCY ANNOUNCEMENT**

**POSTING NO:** 081-19

**OPENING DATE:** 05/02/2019

**CLOSING DATE:** 05/15/2019

**POSITION:** Natural Resources Trainee (3 Positions)

**POSTED:** WITHIN

**PAY GRADE:** (\$10.50/ph to \$12.33/ph)

**FLSA STATUS:** Non-Exempt

**POSITION TYPE:** Part Time

**FUNDING SOURCE:** POI Funded

**DEPARTMENT:** Natural Resources Department

**REPORTS TO:** Natural Resources Director or Designee

**BACKGROUND LEVEL:** Public Trust

**JOB PURPOSE:**

Assists Department of Natural Resources staff in a student trainee capacity performing supervised assignments intended to provide broad exposure to acquire an understanding of functions, principles, practices, and methods used in the tribal natural resources profession.

The trainee will work closely with Department of Natural Resources staff in assisting with a wide range of natural resource related activities, including but not limited to: habitat restoration, invasive species control and education, fish and wildlife surveys, habitat and facilities management, soil and water conservation planning, erosion control projects, forestry projects, range management projects, GIS data collection, and Native American Lands Environmental Mitigation Program (NALEMP) projects. In some instances working closely with the Water Resources Department, Environment Division and/or Cultural & Historic Preservation Department.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Conduct species surveys.
- Collect data from forest/rangeland demographic monitoring plots and transects.
- Invasive species control through mechanical and hand treatment.
- Conduct water quality monitoring including collecting samples and assisting with lab analyses.
- Enter field data into databases and ArcGIS.

- Assisting the various Section Supervisors within Natural Resources (i.e. Wildland Law Enforcement, Wildland Fire, Forestry, Rangeland Management/Agricultural Irrigation, Unexploded Ordnance/Hazardous Materials) with various projects in the field or office setting.
- Potentially assigned to assist with various projects in the field or office setting as assigned to the Water Resources, Environment Division and/or Cultural & Historic Preservation Department.
- Drafts letters and other documents to address environmental concerns
- Assist with maintaining the Pueblo's environmental records and filing system
- Other duties as assigned

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.**

- High school student in good standing (3.0 or better GPA) or
- High school diploma or GED preferred; and
- Undergraduate student in good standing (3.0 or better GPA) working towards a degree in environment, natural resources, anthropology, archeology, water resources, geology, physical or life science or related field.

**SUPERVISION RESPONSIBILITIES:** N/A

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Tribal member with ability to speak Tiwa preferred.
- Subject to funding, this position is year-round. During the school year, part-time hours will apply; however, during school breaks and the summer period, full-time hours may apply. Employee's work schedule may be adjusted to meet the needs of the student's academic schedule.
- Computer skills, keyboarding, basic mathematics and use of spreadsheets and word processing software.
- Candidates should be detail-oriented and highly dependable.
- May be scheduled to work weekends, holidays, and overtime when necessary.
- Valid New Mexico Driver's License with the ability to meet POI liability insurance requirements and maintain eligibility in order to drive tribal vehicles.
- Strong verbal and written communication skills.
- Able to complete assigned work independently and contribute to the team environment.
- Ability to pass background checks and drug tests.

**PHYSICAL DEMANDS:**

- Up to 75% of time will be spent in field. Applicant should expect to be exposed to inclement weather, ravine/wetland conditions, insects, extreme hot and cold temperatures and blowing winds.
- Capable of walking 5 or more miles per day in rough terrain carrying up to 25-pounds of scientific equipment.

- Special safety precautions may be required. At times, employee will wear a life jacket, safety boots, waders, high-visibility/reflective attire, and other personal protective equipment.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.