



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0085
NATURAL RESOURCES
NATURAL RESOURCES TECHNICIAN

Position Title:	Natural Resources Technician	Pay Level:	\$14.07 – \$21.11
Position Open Date:	11/14/2023 – Until Filled	Classification:	Non-Exempt
Position Status:	Temporary Full-Time	Location:	Natural Resources
Supervisor:	Range/Wildlife Manager		

POSITION SUMMARY:

Responsible for assisting with expansion of the technical capacity for the Los Alamos Pueblo Project. Technicians will work with Range/Wildlife manager to coordinate transects, perform research, data downloads, conduct field sampling, identify wildlife corridors, enhance water development, and attend relevant trainings/meetings.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma General Equivalency Diploma (GED) and apprenticeship program or other post high school format coursework.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
First aid and CPR certifications

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Basic knowledge of operating hand and power tools; stamina to perform sustained physical labor, including sitting for long periods of time, standing, walking, climbing, and working in rough terrain; strength to lift and maneuver materials and equipment weighting up to 10 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a telephone and on occasion a radio.

Work is subject to performance under extensive travel and adverse environmental conditions.

ESSENTIAL FUNCTIONS:

- Assists with natural and cultural resources project reviews, assessments, and research.
- Records and updates all areas of sampling events, utilizing a GPS unit and Microsoft Excel.
- Coordinates sampling events, which will include ordering supplies from the lab (i.e. containers)
- Participates and attends workshops, trainings, conferences and/or meetings (i.e. cultural/traditional, wildlife, threatened & endangered species, environmental assessments, etc.).
- Assists with providing information required for: quarterly reports and project summaries.
- Assists with implementing related natural and cultural resource projects.
- Assisting with water, soil, and sediment sampling.
- Sampling for wildlife corridors in Canada de Cochiti Grant.
- Setting transects for plant sampling/identifying on Canada de Cochiti Grant.
- Locate and identify wat sources on the Canada de Cochiti Grant.
- Install wildlife drinkers on the Canada de Cochiti Grant.
- Assisting with daily office tasks when needed.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Basic mathematics and estimation.
- Principles and practices of geographic information systems.
- Principles and practices of project management.
- Principles and practices of statistical analysis and data sampling.
- Safe work methods and safety regulations pertaining to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Use of computers.
- Performing project coordination.
- Safety using and maintaining vehicles, equipment and tools related to the work.
- Performing statistical calculations and data sampling.
- Calibrating, aligning, and testing a variety of equipment, instruments, and systems.
- Preparing records and reports of work performed.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Communicating effectively in oral and written forms.
- Towa language preferred, but not required.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024