

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Water Resources Technician/Lab Coordinator

**Department:** Mashkiiziibii Natural Resources Department

**Hourly Rate:** DOQ                      **Full Time:** 40Hrs/Week

**Exempt:** No/Hourly

**Supervisor:** Water Resources Program Manager

*Posting Date:* In-House

*Opens:* November 16, 2021

*Closes:* November 22, 2021, at 4:30 pm

**Posting Date:** Public

**Opens:** November 23, 2021

**Closes:** December 10, 2021, at 4:30 pm

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**Summary:** The Water Resources Technician/Lab Coordinator will be under the supervision of the Water Resources Program Manager and will be responsible for assisting with projects conducted by the Water Resource Program.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

The Water Resources Technician/Lab Coordinator will investigate and evaluate new lab procedures and update present lab procedures for possible improvement when needed; will write up and update standard operating procedures for the lab when needed; will perform necessary laboratory procedures/analyses for various projects; will order needed reagents and equipment when necessary; will dispose of lab wastes as necessary; will maintain lab equipment (calibrating balance, cleaning autoclave, etc.); will maintain field equipment, such as data sondes (calibrate as needed, clean/replace worn probes); will prepare standards when necessary (phosphate standard, chloride standard, etc.).

The Water Resources Technician/Lab Coordinator will contact contract labs to order bottles etc. for various studies; will prepare the lab for sampling events (preparing DS/SS dishes, acid washing, organizing needed equipment for each sampling event); will maintain surface water database (complete calculations in the lab book, enter data into a spreadsheet, upload electronic data to software, etc.); will maintain overall maintenance of lab (cleanup, mopping, decontaminate countertops, etc.); will be responsible for setting up and downloading field monitoring equipment and monthly water level measurements.

The Water Resources Technician/Lab Coordinator will collect water, sediment, and invertebrate samples from Reservation surface and ground waters; will operate scientific water analysis equipment for water quality and quantity assessment; will operate boat and canoe for obtaining samples; will utilize flow meters to make discharge measurements in streams; will participate in field surveys.

The Water Resources Technician/Lab Coordinator will perform computer database management and utilize GIS and GPS technologies. The Water Resources Technician/Lab Coordinator will participate in the Lake Superior binational partnership workgroup. The Water Resources Technician/Lab Coordinator will conduct outreach activities, such as participating in the Department's biennial open house and annual Lake Superior Day celebration. The Water Resources Technical/Lab Coordinator will assist in abandoned well inventory.

The Water Resources Technician/Lab Coordinator will perform other duties as assigned by the Water Resources Program Manager, NRD Director, or NRD Deputy Director.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of

the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

**Required:**

- B.S. in Environmental Sciences, with an emphasis in Water Chemistry or Aquatic Sciences preferred.
- Minimum one-year experience in the water resources field or related experience required.
- Minimum of one year of experience in managing/maintaining or working in a water chemistry lab required.
- Must possess expertise with lab protocols equipment and procedures, expertise in operating a wide variety of field equipment and analytical equipment.
- Must possess good field skills.

**Other Skills and Abilities:**

**Required:**

- Must be self-motivated, trustworthy, dependable, and willing to work irregular hours.
- Must possess good oral and written communication skills.
- Must possess a valid driver's license and meet eligibility requirements for coverage under the Tribe's Auto Insurance Policy.

**Background Check:**

- This position is contingent on the required ability to pass a Bad River background check.
- This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

**Language Skills:**

- Must possess experience with data management.
- Experience with data analysis and with GIS and GPS technologies preferred.

**Reasoning Ability:**

- May be required to interact with the community and take part in Education/ Outreach activities.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties including fieldwork, walking, standing; bending, stooping, and lifting up to 50 lbs, and/or carrying loads for short distances required.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Subject to inside and outside environmental conditions; must be willing to work under adverse weather conditions.

**Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe  
Attn: Human Resources  
P.O. Box 39  
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)