

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2020-77A**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: Weed Control Specialist
OPENING DATE: March 11, 2021
CLOSING DATE: Open Until Filled
DEPARTMENT: Environmental & Natural Resources / Rangeland Management
SALARY RANGE: NE-6; \$23,213 - \$34,820

Position Summary:

Under the direct supervision of the Rangeland Program Manager, the Weed Control Specialist monitors infestations of noxious weeds and invasive plant species, collects field data, updates data into GIS systems. Applies mechanical, biological, and chemical controls to identified infestations. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Monitors, collects data, and documents noxious weeds and invasive plant species on Pueblo lands.
- Applies mechanical, biological, and chemical controls to identified infestations.
- Maintains accurate digital database of control measures including location date, time, material/method, and amount of chemical controls applied.
- Follows relevant environmental and safety guidelines while performing noxious weed and invasive plant species control activities.
- Utilizes GIS, GPS, and other mapping equipment and software to develop and record infestations and documents control activities.
- Operates ATV and spray equipment.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Establishes working relationship and maintains communication with Pueblo livestock associations, village officials, adjacent landowners, and other relevant entities.
- Creates basic reports relevant to the identification and control of noxious weeds and invasive plant species.
- Contributes to a team effort toward accomplishing tasks and achieving results.

Minimum Qualifications:

High School Diploma or GED required. Previous work experience with GPS/GIS equipment and software required. Previous experience in weed control preferred. Fluency in the Laguna language preferred. A combination of relevant education and work experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Weed Control Specialist is designated as a Lower Risk Public Trust (LRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	

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Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of the Pueblo's geography, road locations, and reservation boundaries.
- Knowledge of the functions and structure of the Pueblo.
- Knowledge of applicable laws, regulations, and requirements pertaining to the use of herbicides and biological control measures.
- Knowledge of the principles of weed control.
- Knowledge of GIS/GPS/Mapping applications and skill in use of relevant equipment.
- Ability to perform mathematical calculations for liquid volume and concentration, area treated, flow rate, etc.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain professional relationships with co-workers and other contacts at all levels.
- Ability to work independently and as a team member; to make solid decisions, and exercise independent judgment.
- Skill and ability in use of photography equipment.
- Skill and ability in use of ATV's, spray equipment, 4- wheel drive vehicles, and to safely pull trailers.
- Ability to plan and carryout noxious weeds and invasive plant species control activities.
- Skill in the identification for noxious weeds and invasive plant species.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.
- Skill in preparing basic reports, correspondence, and maintaining accurate records.
- Ability to carry out work assignments independently and meet strict timelines.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES