

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applicants for the following position:

OPENING DATE: April 4, 2022

CLOSING DATE: Until Filled

LAND SURVEY TECHNICIAN

JOB STATUS:

Career Field: Program Staff

Pay Range: \$12.75-\$21.73

Category: A

Classification: Non-Exempt, Seasonal (3 months), Full-time

LOCATION:

Penobscot Nation

Dept. of Trust Responsibilities

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

High School Diploma or GED required. Must be self-motivated with strong work ethics. Must be physically fit. Knowledge in Mathematics preferred. Must be able to work under adverse outdoor conditions (heat, cold, insects, inclement weather, etc...) State of Maine Driver's License required.

Indian Preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

HOW TO APPLY:

-Apply online at www.penobscotnation.org/departments/human-resources.

-Submit completed applications and resume along with certifications to human.resources@penobscotnation.org

@penobscotnation.org

-Applications are available at the Human Resources Office located at 27 Wabanaki Way, Suite 204, Indian Island, ME 04468. Applications are available via email request at Human.Resources@penobscotnation.org, or call 207-817-7312 to request applications be sent to you.

-Submit completed application package along with certifications to:

Attn: Penobscot Nation Human Resources

Mailing: 12 Wabanaki Way, Indian Island, ME 04468

Physical location: 27 Wabanaki Way, Suite 204, Indian Island, ME 04468

For further information, call 817-7312 or email at loyd.bryant@penobscotnation.org

JOB DESCRIPTION

Position Title: Land Survey Technician

Department: Department of Trust Responsibilities

Reports To: Department Deputy Director/Land Coordinator

Rate of Pay/Category: \$12.75 - \$21.73 / A

Status/Term: Non-Exempt, Regular, Full-time, (3 months)

JOB SUMMARY:

Works with DTR's Real Estate Services Program (RES). Assists in department personnel with all land surveying duties associated with the tribe's Indian Territory land holdings.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Works under the general supervision of the Departmental Deputy Director – Land, Land Compliance Officer, and/or DTR Department Director.
- Helps with land surveying duties such as (but not limited to); measuring, marking, “flagging”, placing boundary pins, brush clearing, and other associated tasks.
- Travel is required with some overnight stays in work area likely. Lodging provided by RES.
- Other land survey, and land related duties, (within DTR and/or DNR) as assigned by the Deputy Departmental Director, Land Compliance Officer, or Department Director.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- Performs other duties as assigned by immediate supervisor and other management as required.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

High School Diploma or GED required. Must be self-motivated with strong work ethics. Must be physically fit. Knowledge in Mathematics preferred. Must be able to work under adverse outdoor conditions (heat, cold, insects, inclement weather, etc...)

LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

State of Maine Driver's License required.

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

Must be able to work under adverse outdoor conditions (heat, cold, insects, inclement weather, etc...)

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request