



Chickahominy Indian Tribe Vacancy Announcement

Open Position: Land and Facilities Technician

Position Location: Charles City, Virginia (potential for some telework flexibility)

Position Summary: The Land and Facilities Technician is a full-time (40 hours/week) position within the Chickahominy Indian Tribe's Office of Natural Resources and is contingent upon grant funding. This position will report to the Tribal Environmental Director and will be primarily responsible for aiding in the implementation of an ecologically sound land management plan developed by the team, as well as overseeing management and maintenance of Tribal facilities. This will involve direct field work treating invasive exotics and native invasive plant species, and coordinating with field crews or volunteers to assist with these primary tasks. Additional work will involve ensuring that general maintenance of and repairs to Tribal property and facilities are performed in a timely manner, to include repair work, painting, patching, lawn care, etc. The Land and Facilities Technician will work collaboratively with the research team, facilities, volunteers, and interns.

Position Responsibilities:

- Monitor and control exotic, invasive, and native invasive species on the sanctuary using boom sprayers, backpack sprayers, ATV sprayers, and other equipment as needed;
- Aid in prescribed burning activities on the property, to include burn unit preparations, equipment maintenance and preparation, and mopping up;
- Rehabilitate habitat using mechanical means such as tractors, discs, mowers, and other tractor implements, chainsaws, and weed eaters;
- Implement, recommend, and follow safe work habits and procedures;
- Drive and assist in basic maintenance of multiple vehicles (including off-road) and watercraft;
- Ensure that all equipment used for managing the property is well maintained;
- Ensure that general maintenance of and necessary repairs to Tribal property and facilities are performed on a timely basis, which includes repairs, painting, patching, lawn care, etc.;
- **Maintain records of equipment, vehicle, and building maintenance;**
- Interact with and effectively train volunteers and interns to conduct management activities, where appropriate;
- Maintain records of land management activities;
- Provide written and verbal progress reports;
- Assist with setup and breakdown of Tribal events;
- Other duties as assigned.

Position Requirements:

- Demonstrated commitment to safety through strict adherence to health and safety requirements;
- Must possess and maintain a valid driver's license with a clean driving record, as well as have a personal vehicle for transportation to/from job site;

- Must possess basic computer skills including Microsoft Office, specifically Excel, Word, Outlook, and Teams;
- Excellent written and verbal communication skills;
- Strong interpersonal, organizational, and relationship building skills with the ability to work as part of a team;
- A problem solver who can work independently and be creative and resourceful;
- Solid judgement and the ability to act quickly in case of an emergency;
- Capable of working long hours in the field in wetland environments, exposed to harsh summer conditions (sun, biting insects), sometimes alone and carrying field gear for extended periods with or without accommodation;
- Ability and willingness to work in murky waters and thick vegetation that serve as home for potentially dangerous wildlife such as venomous snakes;
- Demonstrate an interest in conservation and the mission of the Chickahominy Indian Tribe's Office of Natural Resources.

Position Qualifications:

- Minimum of a high school diploma or GED;
- 2+ years' professional experience in land management activity preferred;
- Experience with herbicidal application, as well as knowledge of Eastern VA ecosystems preferred;
- Experience in safely operating and maintaining tools, power equipment, agricultural equipment and land management equipment preferred;
- Equivalent combination of education and experience will also be considered.

Salary and Benefits: The salary for this position is \$42,200 per year. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. Health insurance (partial employer contribution) and additional voluntary benefits (employee expense) are available for eligible employees working 30 or more hours per week.

Application Process:

- Applicants must submit a completed job application, cover letter, and résumé.
- Applications will be accepted on a rolling basis until the position is filled.
- Incomplete and late applications will not be considered.
- Applications may be mailed to: Chickahominy Indian Tribe
ATTN: Lindsey Johnson
8200 Lott Cary Rd
Providence Forge, VA 23140
- Applications can also be submitted electronically to: Lindsey.Johnson@chickahominytribe.org.
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
 1. Chickahominy Indian Tribal Citizens
 2. Citizens of other federally recognized Indian Tribes
 3. General public applicants