

**BTEST Summer Student Employment Program 2009  
Job Description**

**POSITION TITLE:** Noxious Weed Control Technician

**DEPARTMENT/ENTITY:** Blood Tribe Land Management

**IMMEDIATE SUPERVISOR:** Noxious Weed Control Officer

**POSITION TERM:** 16 Weeks

**RATE OF PAY:** \$10.00 per hour

**General Description:** Noxious Weed Control Technician will assist the A. Noxious Weed Control Officer with identifying and controlling noxious weeds on the Blood Reserve.

**Major Duties and Responsibilities:**

- Uses a variety of weed control techniques such as pulling weeds, spraying weeds, mowing and introducing insect species.
- Surveys the land in order to mark new growth of spurge.
- Maintains spraying and mowing equipment.
- Assists with Blood Tribe Livestock Impound as required.

**Necessary Knowledge, Abilities and Skills:**

- Basic Knowledge of a Global Positioning System (GPS).
- Knowledgeable with Microsoft programs.
- Ability to work independently and as part of a team.
- Knowledge of plant biology on Blood Reserve.
- Must be physically fit.

**Necessary Training and Experience:**

- Enrolment in Agricultural Technology, Environmental Science or Civil Engineering program; and/or related field.
- Possession of a High School Diploma.
- First Aid Certificate and WHMIS Certificate would be an asset.
- Must possess a Class 5 Drivers License and provide a Driver's Abstract.

**APPLICATION DEADLINE:** \_\_\_\_\_

**INTERVIEW DATE:** \_\_\_\_\_

**BTEST Summer Student Employment Program 2009  
Job Description**

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**POSITION TITLE:** Species At Risk Recovery Trainees (2)  
**DEPARTMENT/ ENTITY:** Blood Tribe Land Management  
**IMMEDIATE SUPERVISOR:** BTLM Management Development Coordinator  
**POSITION TERM:** 16 Weeks  
**RATE OF PAY:** \$10.00 per hour

**General Description:** The Species at Risk Recovery Trainee will be trained to assist in gathering data on Blood Reserve and be familiar with the Species at Risk legislation and its implications.

**Major Duties and Responsibilities:** The incumbent will assist the Senior Resource Management Technician in gathering field data, conducting inventory and monitoring activities as per the environmental protection area.

**Necessary Knowledge, Abilities and Skills:**

- Must possess knowledge of vegetation and wildlife conservation issues.
- Must possess good verbal and written communication skills.
- Must possess a high level of record keeping and reporting skills.
- Knowledgeable with Microsoft programs.
- Ability to work independently and as part of a team.
- Must be physically fit.

**Necessary Training and Experience:**

- Enrolled in wildlife management or environmental science program and/or related field.
- Possession of a High School Diploma
- Must possess a Class 5 Drivers License and provide a Driver's Abstract.

**APPLICATION DEADLINE:** \_\_\_\_\_

**INTERVIEW DATE:** \_\_\_\_\_

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**B.T.E.S.T. – SUMMER STUDENT PROGRAM 2009  
Job Description**

**POSITION TITLE:** Admin./Accounts Clerk  
**DEPARTMENT/ENTITY:** Blood Tribe Land Management  
**IMMEDIATE SUPERVISOR:** Accountant  
**POSITION TERM:** 16 Weeks

**General Description:** The Admin/Accounts Clerk will assist in the Accounts - Service Delivery Area of the Blood Tribe Land Management department.

**Major Duties and Responsibilities:** The incumbent will be assisting with general receptionist duties as required:

- Assists Accounts Clerk with Filing and Organizing of cheque copies.
- Assists Accounts Clerk with Payroll duties.
- Assists Blood Tribe Land Management – Administrative Assistant with filing and archiving (scans) files.
- Assists Administrative Assistant with development of Archived Filing System.
- Occasionally assists Receptionist with administrative duties.
- Assists and performs other related duties as required.

**Necessary Knowledge, Abilities and Skills:**

- Basic Knowledge of Microsoft programs.
- Knowledge of filing systems.
- Knowledgeable with office equipment (fax machine, postage meter, etc.).
- Ability to work independently and as part of a team.
- Ability to type 45 wpm.

**Necessary Training and Experience:**

- Possession of a High School Diploma
- Experience with Receptionist duties

APPLICATION DEADLINE: \_\_\_\_\_

INTERVIEW DATE: \_\_\_\_\_



## Resource Management Trainee Job Description

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**POSITION TITLE:** Resource Management Trainee  
**DEPARTMENT/ ENTITY:** Blood Tribe Land Management  
**IMMEDIATE SUPERVISOR:** BTLM Environment Manager  
**POSITION TERM:** 16 Weeks  
**RATE OF PAY:** \$10.00 per hour

**General Description:** The Resource Management Trainee will be trained to assist in gathering data on the Blood Reserve for environmental management purposes.

**Major Duties and Responsibilities:** The incumbent will assist the Conservation Biologist in conducting inventory and monitoring activities for plants, birds and mammals as well assist in range and riparian health assessments. Other responsibilities include assisting in forest-based projects, noxious weed projects, data analysis and report writing, and GIS analysis and map production.

**Necessary Knowledge, Abilities and Skills:**

- Must possess knowledge of vegetation and wildlife conservation issues.
- Must be willing to utilize ATV's, 4X4 Trucks in a responsible manner.
- Must possess good verbal and written communication skills.
- Must possess a high level of record keeping and reporting skills.
- Knowledgeable with Microsoft programs.
- Ability to work independently and as part of a team.
- Must be physically fit and willing to do fieldwork.

**Necessary Training and Experience:**

- Enrolled in wildlife management or environmental science program and/or related field experience.
- Possession of a High School Diploma
- Must possess a Class 5 Drivers License and provide a Driver's Abstract.

**APPLICATION DEADLINE:** \_\_\_\_\_

**INTERVIEW DATE:** \_\_\_\_\_

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