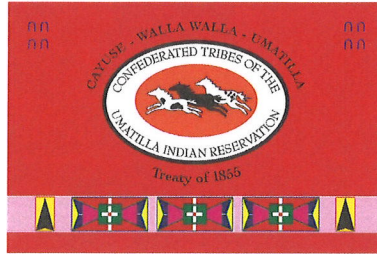


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Range Technician (1 position)  
**SALARY:** Pay Range 4  
\$18.00 to \$22.00 per hour  
DOE/DOQ

**DEPARTMENT:** Natural Resources – Range, Agriculture and Forestry

**LOCATION:** Mission, OR

**EMPLOYMENT STATUS:** Seasonal ((Seasonal) 37.5-hour work weeks up to six months  
Typical period of employment April 15<sup>th</sup> to October 15<sup>th</sup>

**SUPERVISED BY:** Soil Conservationist

**OPENING DATE:** February 12, 2025

**CLOSING DATE:** June 15, 2025

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**GENERAL STATEMENT OF DUTIES**

The Seasonal Range Technicians are responsible for the sustainability of range and agricultural resources on allotted, Tribal trust and Tribal fee lands for the Confederated Tribes of the Umatilla Indian Reservation. The Seasonal Range Technician is a developmental position to prepare individuals for future employment with the Range, Agriculture and Forestry Program. They assist in implementation of programs designed to secure optimum conservation and utilization of soil, water, and agricultural resources to provide a reasonable income

to Indian landowners consistent with other resource values. The position will be under the supervision of the CTUIR Soil Conservationist. The Range Technicians are field work positions and expected to spend 90% of their time in the field monitoring and maintaining rangeland conditions. The Range, Agriculture, and Forestry Program is required to:

- 1) Integrate the protection, conservation, utilization, and enhancement of Tribal fee, trust and/or restricted Indian agricultural, range, and forestry lands with the desires of the beneficial owners;
- 2) Ensure that beneficial owners receive fair market value for agricultural production and the grazing of livestock; and
- 3) Accomplish 1 and 2 in conjunction with natural resource management objectives and cultural values of the Tribes.

**DEPARTMENT AND PROGRAM BACKGROUND:**

The CTUIR Department of Natural Resources (DNR) has adopted a mission statement based on protecting and enhancing culturally recognized foods (“First Foods”), including plant community components for which the Range and Agriculture Program is primarily responsible. The DNR Mission Statement is as follows:

To protect, restore, and enhance the First Foods - water, salmon, deer, cous, and huckleberry - for the perpetual cultural, economic, and sovereign benefit of the CTUIR. We will accomplish this utilizing traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resource policies and regulatory mechanisms.

In support of the DNR Mission, the Range, Agriculture and Forestry Program mission statements is as follows:

*To protect, restore and enhance First Foods through stewardship of range, agricultural and forested lands to provide cultural, ecological, economic and social benefits for the Confederated Tribes of the Umatilla Indian Reservation. In accomplishing this mission the Range, Agriculture, and Forestry program encourages stakeholders to conserve, develop and use natural resources for long term sustainability.*

Food plants of cultural importance to the CTUIR include below-ground bulb plants represented in the First Food order by cous and above-ground fruiting plants represented by huckleberry. Therefore, the management of uplands must take into account ecological processes that protect and enhance these foods in addition to providing wildlife habitat and forage for domestic livestock. This may include developing grazing systems that prevent expansion of exotic plants, provide specifications for prescribed burning, developing management scenarios for enhancement of big game and culturally sensitive women’s foods.

**EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES**

1. Works to ensure rangeland infrastructure (fences, springs, roads etc.) are adequate to enable intensive livestock grazing management, as designed in approved grazing permits, on Umatilla Indian Reservation range units. The Range Technician may be charged with assessing infrastructure adequacy as well as completing fence and spring development maintenance.
2. Works to assess use of rangeland resources for permit compliance purposes. Assessment of forage utilization is required during and after grazing seasons to ensure permit compliance is achieved throughout the permit period.

3. Works with grazing permittees to document livestock turnout, pasture rotations and removal in terms of total animal units (AU) and animal unit months (AUMs) to insure grazing permit compliance.
4. Responsible for insuring permitted livestock are in proper grazing areas throughout grazing seasons for the duration of grazing permits. The Range Technician may be asked to assist with moving livestock in situations of grazing permit compliance, grazing permit violations and livestock trespass remedies.
5. Responsible for identifying noxious weed infestations through mapping (digital or by hand) locations, notifying Range, Agriculture, and Forestry staff of weed locations. Certification for treatment of noxious weeds may be offered to the Seasonal Range Technicians.
6. Responsible for assisting the Soil Conservationist in field surveys, livestock trespass documentation, permit and lease violations etc.
7. Responsible for maintaining field equipment including, all-terrain vehicles (ATV), utility task vehicles (UTV), 4X4 pickups, trailers (ATV, UTV and livestock). Responsible for maintaining tools and equipment that enable efficient execution of the Range Technicians duties.
8. Responsible for providing written and oral communication of activities and rangeland conditions.
9. Responsible for maintaining all assigned equipment in terms of condition, maintenance and replacement needs.
10. Other duties may include assistance with discovery, reporting and suppression of wildland fire in the event of fire emergency. Range Technician is offered wildland fire training and certification to assist in fire management events.

**SUPERVISORY AUTHORITY:**

None

**SIGNATORY AUTHORITY:**

None

**ACCESS TO SENSITIVE AREAS:**

None

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

- 1) High school diploma or equivalent.
- 2) Willingness to gain knowledge of Confederated Tribes of the Umatilla Indian Reservation policies and administrative procedures relating to natural resource management and planning to coordinate examination of environmental consequences and development of action alternatives.
- 3) Willingness to gain knowledge of the Geographic Information System (GIS) technologies and methods and their utility to natural resources enhancement and land use planning.
- 4) Willingness to gain plant identification skills.
- 5) Ability to effectively and constructively communicate both orally and in writing.
- 6) Must have interpersonal and communication skills, including the ability to communicate effectively, orally, and in writing.
- 7) Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
- 8) Must have general knowledge in computer processing equipment and software, including: Word, Excel, Outlook and other Office Suite software.
- 9) Must be able to operate and maintain field equipment to include four wheel drive pickups, ATVs and UTVs.

- 10) Willingness to learn how to operate field equipment including but not limited to chainsaws, GPS units, binoculars, fence plyers, post pounders, winches and hand tools (wrenches, screw drivers, hammers etc.).
- 11) Willingness to work altered schedule (Wednesday to Sunday or Tuesday to Saturday) during a 37.5 hour work week.
- 12) Must possess standard work boots a minimum of 6 inches high on the leg with vibram sole. If participating in Wildland Fire Program must possess leather work boots 8 inches high on the leg with vibram sole.
- 13) Must be willing to wear work clothes suitable for outdoor work in sometimes wet, dirty and dusty locations.
- 14) Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

#### PHYSICAL DEMANDS:

1. Ability to stand and walk around for long periods of time in varied hot and cold environments over steep terrain (>50% slope).
2. Ability to lift up to 50 pounds repetitively over several hours.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

## DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

## APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

## REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.

## APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

## OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.

*for*   
Approved: JueJue Withers-Lyons, Assistant Director, Office of  
Human Resources

02/12/2025  
Date

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**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

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Applicant Signature

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Date