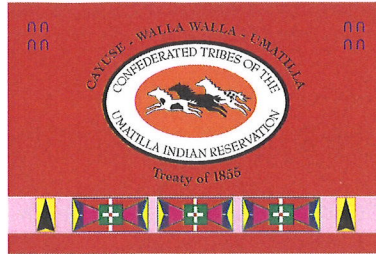


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Land Technician (1 to 2 positions)

**SALARY:** Pay Range 3  
\$17.00 to \$25.00 DOE/DOQ

**DEPARTMENT:** Department of Economic and Community Development Land Program

**LOCATION:** Nixyáawii Governance Center, Mission, Oregon may include off the Reservation boundaries on property owned by CTUIR.

**EMPLOYMENT STATUS:** Seasonal with no benefits. 37.5-hour work week up to six months and not to exceed 1548 hours in any measurement period. The typical period of employment is March 15<sup>th</sup> to September 15<sup>th</sup>.  
Safety Sensitive subject to *random drug testing*  
Non-Exempt

**SUPERVISED BY:** Land Project Manager or Designee

**OPENING DATE:** February 25, 2025

**CLOSING DATE:** Open until filled with review March 4<sup>th</sup> and March 11<sup>th</sup>, 2025, complete packets

**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 Land Technician is responsible for assisting with the up-keep and sustainability of the project land area which the DECD has oversight. To provide efficient and optimal land and farming up-keep and maintenance to the Land

Program under a minimum amount of supervision. This position will support the Land Program Manager in the day-to-day land up-keep and maintenance projects and activities. Works involves the responsibility of a variety of task in care and up-keep of Tribal lands and buildings. The duties require physical labor and use of variety of equipment and tools. Laborer is expected, to be able to work independently and use good judgment with general instruction and there will be inspections of work products.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Must be able work to perform outdoor assignment from: mowing weeds with tractor and brush hog, using tractor with multiply different implements, using a lawn mower, weed eater, hand tools and various implements, physical able to handle bales of hays and use tractors with grapples or forks to move hay; work with irrigation systems—wheel lines and circles and control systems; use of various fam equipment-tactors, trucks, lawn mowers, spray equipment, blowers, etc., handle minor repairs and maintenance of the equipment and tools.
2. Must be able to operate and maintain field equipment.
3. Must work to perform set assignments to maintain areas under the management of DECD (land, business park, and farming).
4. Assists as needed with various program areas of DECD.
5. Must be able perform general labor and maintenance in variety of tasks such as painting, picking up trash and branches, burning rubbish, cleaning areas and checking on security of buildings and work areas.
6. Responsible for learning and understanding the work which needs to be accomplished in different assigned areas and keeping them on schedule to be completed on a regular basis or as needed basis.
7. Assist in moving trucks and equipment as needed.
8. Must be able to maintain a daily log of job completed and location of the jobs.
9. Responsible for understanding and reading a map to find location on CTUIR.
10. Position will require varied hours to meet need of Land Projects and season.
11. Responsible and capable of handling difficult situations. maintain confidentiality. In all aspects of the position.
12. Prepares and processes paperwork as needed, understand using gas cards and open purchases orders at different vendors. Maintaining and turning in receipts.
13. Other duties assigned by the Land Manager or designee.

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload

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, preferred but not required and 2- years of work experience in farming or related field, aptitude with limited knowledge but ability to learn.
2. Work professionally and interact well with others. Be courteous when communicating via phones, radios, orally and in writing.
3. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
4. 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.
5. Practice safety in all aspects of positions and report unsafe conditions.
6. Ability to comprehend and follow general instructions.
7. Must be reliable and dependable and practice team player philosophy.
8. Must be self-start and ability to work independently.
9. Must be able to operate and maintain farm equipment and tools. Field equipment from pickups, trucks, trailers and all-terrain vehicles.
10. Responsible for maintaining hand/power tools and equipment that enable efficient execution of the Land Technicians' duties.
11. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

**PHYSICAL DEMANDS:**

1. Ability to sit, stand, crawl, bend, squat, climb ladders, crouch, walk on uneven ground, kneel, stoop and been, and walk around for long periods of time.
2. Ability to work in extreme weather conditions from hot and cold for long periods of time.
3. Ability to lift to 50-100 pounds repetitively over several hours.
4. Good vision and hearing is necessary.
5. Must possess standard work boots a minimum of 6 inches on the leg with Vibram sole. Must be willing to wear work clothes suitable for outdoor work in sometimes wet, dirty and dusty locations.

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 employees 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. Applicants 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 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.

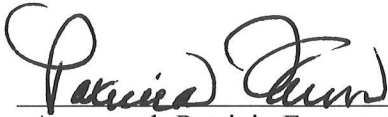
APPLICANT RESPONSIBILITY

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) 429-7180 or Fax: (541)276-9060  
Email: Humanresources@ctuir.org

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



Approved: Patricia Farrow, Staffing & Recruitment Specialist

02/25/2025

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.)*

Applicant Signature

Date

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