

# The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION  
P.O. Box 306  
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT  
Phone: (208) 478-3856/(208) 478-3857  
(208) 478-3850/(208) 478-3750  
Fax: (208) 478-3950

## JOB ANNOUNCEMENT

**TITLE:** ARM Pesticide Control Specialist  
**DEPARTMENT:** Land Use – ARM Program  
**SALARY:** \$18.79 – \$20.66 G10-11/ S1  
**OPENS:** March 11, 2024  
**CLOSES:** March 22, 2024  
**CAREER STATUS:** **NON-EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

---

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. **INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

---

### GENERAL PURPOSE:

The Agricultural Resource Management (ARM) Pesticide Control Specialist will be responsible for monitoring and investigating all aspects of pesticide use within the exterior boundaries of the Fort Hall Indian Reservation. This position will primarily perform tasks associated with pesticide reporting, data collecting, working with agricultural growers and pesticide applicators, along with other related natural resource conservation technical and office work. The Pesticide Control Specialist will also assist with program development and implementation of the Pesticide Control & Agricultural Practice Ordinances (PCAP) and Hemp Sampling.

The Pesticide Control Specialist must be detailed oriented, possess a strong field and mechanical aptitude, have the ability to work successfully both independently and as a part of a team. This position will work on a flex time schedule when needed. In the process of performing these duties the incumbent provides quality customer service to the general public, conveys pertinent information about the Tribes PCAP which pertain primarily to the ARM Program and secondarily to the Land Use Department.

### SUPERVISOR:

This position is a non-supervisory position, and will be supervised by ARM Program Office Manager and evaluated by the ARM Program Manager. In the absence or directive of the ARM Program Manager the ARM

Program Office Manager and/or Land Use Director will oversee and evaluate the Pesticide Control Specialist in regards to Chain of Command.

**DUTIES AND RESPONSIBILITIES:**

Monitors pesticide use and conducts inspections of commercial, private applicators and tribal businesses storing, selling and applying pesticides in agricultural, structural, residential and commercial settings.

Inspects and investigates proper/improper use of pesticides (chemigation, fumigation, etc.) and equipment and completes detailed written narrative reports on all inspections and investigations to ensure compliance with Tribal ordinances.

Obtain state & tribal pesticide applicator license in various categories as applicable and directed and maintain certification throughout employment.

Obtain certification of completion for the USDA Hemp Sampling Agent Training and maintain certification throughout employment.

Investigates violations of the PCAP Ordinance and federal pesticide regulations, including the Federal Worker Protection Standards.

Assist with collecting and mailing hemp samples to proper authorities/entities.

Assists in the development, implementation and enforcement of the Shoshone-Bannock PCAP Ordinance. Monitor overspray of irrigation systems onto the roads.

Upon approval of their supervisor issue citations when violations are found.

Ensure that growers are submitting and reporting chemical reports annually into the Farm Chemical Application Reporting (FCAR) web portal and issuing violations when necessary.

Responsible for practicing safe working habits in the performance of the job.

Develops federal grant proposals/applications/reports/financials as directed.

Responsible for writing investigative, program technical reports in a professional and timely manner; making recommendation regarding findings and promoting compliance with the PCAP Ordinance and federal pesticide regulations.

Provide written monthly and quarterly reports on work plan tasks, violations and reporting. Must keep a daily logbook on work task.

Will use Global Positioning System (GPS) devices and/or Geographic Information System (GIS) computer software to map and maintain data on pesticide reporting and legal narratives.

Will use the Tribal Vue Database to submit and record grower's information and violations.

Give Educations Presentations to the Tribal Membership at Lodges or general meetings and assist with the ARM Program Annual Growers Meeting

Work with Youth Programs on educational aspects of Agriculture.

Incumbent is required to be on an "ON CALL BASIS" at all times, miles, materials, and investigated complaints. Will be required to work on weekends during growing season when needed. On occasions will be required to work after standard working hours to attend meetings, public hearings on various Environmental and Agricultural related issues.

Will utilize four-wheel drive vehicles, ATV's, spraying equipment, fencing equipment and supplies.

On occasions will be required to travel for training or other off reservation programs, conventions or workshops.

The ARM Pesticide Control Specialist is an important team member of the Land Use Department and will assist with general department functions on an as needed basis as authorized by their supervisor.

The ARM Program Pesticide Control Specialist must be able to adapt quickly to change(s).

Projects a professional attitude and appearance.

**MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.** A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Conducts self with a professional mannerism that will bring credit to the Tribal Government.

Performance and competency standard shall include but not be limited to:

- Ability to maintain dependable attendance and reliability
- Efficient use of public skills and promote positive public relations to provide quality customer services
- Ability to provide quality and effective support services.
- Ability to multitask and complete tasks in a timely manner and work independently with little supervision
- Demonstrated knowledge of PCAP practices and procedures, regulations, ordinances and technical information utilized in position functions.
- Ability to establish and maintain effective working relationship with staff, Managers and Directors.

Duties and responsibilities will include other activities and areas as needed to carry out position functions.

### **QUALIFICATIONS:**

#### **Preferred Educational and Experience Qualifications (Grade 11):**

- The applicant must have Associates degree from an accredited college or university **OR** four (4) years' experience in an agricultural related field.
- Current Idaho Pesticide Applicator license.

- Pesticide application experience utilizing roadside, field, all-terrain vehicles, and backpack style type equipment.
- Experience working in the outdoors under inclement weather conditions for extended hours and period. Must be in good physical health and must have the ability to lift a minimum of 50 lbs.
- Knowledge of the Fort Hall Indian Reservation's boundaries and areas (i.e. districts, allotments, fee land, trust land, farms, etc....).
- Familiarity with safe pesticide use and knowledge of State Pesticide Regulations, the Shoshone-Bannock Tribes Pest Control & Agricultural Polices (PCAP), Range Land Ordinance, Livestock Ordinance, and any other policies, codes and/or ordinances that pertain to the ARM Program and Land Use.

**Minimum Educational and Experience Qualifications (Grade 10 Negotiable):**

- The applicant must have a high school diploma or GED certificate and two (2) years' experience in an agricultural related field.
- Current Idaho Pesticide Applicator license or ability to acquire a license within 60 days.

**Additional Minimum Qualifications:**

*\*Applicant must obtain the Idaho Pesticide Applicator License within the listed time frame, otherwise they will not be employable for position.*

Applicant must demonstrate excellent verbal, written and communication skills.

Must have a valid State of Idaho Driver's License be insurable through the Tribes insurance carrier.

Must be able to successfully complete a tribal and federal background check.

Experience in collecting field data and maintaining field notes.

Knowledge & experience of agricultural industry (i.e. farming & ranching)

Mechanical aptitude and sufficient experience to operate, repair, and adjust spray application equipment in the field, maintain Department vehicles and equipment in good repair and safer operating condition.

Ability to use a computer work station for information entry and retrieval, correspondence, developing data spreadsheets and graphs, mapping and conservation practice designs is required. Must be proficient with Microsoft Excel and Word; knowledge of ArcMap and/or ArcGIS and Outlook is advantageous.

Career Advancement: The applicant will be able to advance to a Grade 11 if educational attainment of Associates degree or better with passing evaluation scores and with the approval of the ARM Program Manager.

A successful employment history that demonstrates the ability to successfully perform the functions of this position. Applicants who have been terminated for cause from previous employment may be disqualified pursuant to the Personnel Policies and Procedures of the Shoshone-Bannock Tribes.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

## **IMPORTANT APPLICATION CRITERIA**

**Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.**

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

***Telephone calls are not accepted in place of an employment application or letter of interest.***

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.