

**FORT BELKNAP INDIAN COMMUNITY
GROS VENTRE AND ASSINIBOINE TRIBES
FORT BELKNAP AGENCY
HARLEM, MONTANA 59526**

**TITLE: Geographic Information Systems (GIS)
Technician**

STATUS: Permanent Full-Time

DEPARTMENT: Environmental Protection Department

SALARY: \$21.13

PROGRAM: Water Quality

This position is permanent full-time and is dependent upon annual renewed funding. Salary is negotiable up to a budgeted amount dependent upon experience and availability of funds. The office is located at the Fort Belknap Agency, Montana.

SUPERVISION RECEIVED: Works under the direction of the Water Quality Coordinator. On project specific work, may also receive direction from the Environmental Manager, Nonpoint Source Coordinator, Brownfields Coordinator. In case both the Water Quality Coordinator and Environmental Specialist are absent, incumbent will serve as Acting Water Quality Coordinator.

SUPERVISION EXERCISED: Incumbent may have immediate or direct supervisory responsibility over College Interns, TANF, and Voc-Rehab clients.

GENERAL DESCRIPTION OF DUTIES: The GIS Technician is a technical position responsible for providing the Environmental Protection Department with GIS/GPS services and providing assistance to the Water Quality, Nonpoint Source, Brownfields Programs, and Administration in meeting goals and objectives of the CWA Section 106 Program, CWA Section 319 Program, CERCLA Section 128(a) Brownfields program, and Indian Environmental General Assistance Program (GAP). This will require (but not be limited to) the following duties:

1. Provides GPS/GIS technical support in accordance with Environmental Department work plans (i.e., Water Quality, EPA Environmental General Assistance Program, Nonpoint Source Pollution, Brownfields Programs, etc.).
2. Provides GPS/GIS services to document pollution-generating sources on the reservation from mining and reclamation practices such as acid mine drainage (AMD) migration, land practices such as farming and ranching, landfills, septic systems, lagoons, air pollution sources, oil and gas development, etc.
3. Operates and maintains Geographic Information Systems (GIS)/Global Positioning System (GPS) equipment and database for use in Environmental Department (setting up GPS data logger, taking GPS coordinates, downloading data to computer, developing maps, etc.).
4. Assists Water Quality staff with the operation and maintenance of field equipment (YSI ProDSS 4-port Sensor Meter or latest field meters, Flow Meter, and other field meters and equipment).
5. Submits water quality data into the U.S. Environmental Protection Agency (EPA) Water Quality Exchange (WQX) format and the Ambient Water Quality Management System (AWQMS) database, graphs water quality data for reports or information exchange, and assists Water Quality Coordinator in data analysis and interpretation.
6. Maintains and adheres to quality control procedures in monitoring of water, air or soil media

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to ensure the integrity of the data (i.e., collection of samples, shipping, chain of custody, etc.), in accordance with EPA requirements (40 CFR 136), the latest approved *Fort Belknap Quality Assurance Project Plan (QAPP) for Water Quality Monitoring of Surface and Groundwater, as amended*; the *Fort Belknap Indian Community QAPP for Sample Collection for Study of Chemical Residues in Fish Tissue and Sediment*, etc.

7. Researches and collects historical and existent environmental GIS/GPS data from such sources as USGS, BIA, IIS, HUD, State of Montana Department of Environmental Quality (MDEQ) and other State Departments, Bureau of Mines and Geology, libraries, archives, etc.
8. Assists in environmental assessments, summaries, and studies on or near the Fort Belknap Indian Reservation.
9. Assists Environmental Department staff in annual public involvement/education initiatives.
10. Assists in developing a reference collection of GIS data layers/maps to ensure an up-to-date GIS database for creating accurate maps. Collaborates and meets with GIS staff in Transportation, Land, and other Tribal Departments to acquire and share the latest data to increase the GIS/GPS capacity of the FBIC.
11. Maintain and increase knowledge of GIS/GPS trends and techniques by attending GIS and water quality meetings, trainings, and workshops as necessary to fulfill grant requirements and increase GIS/GPS capacity of the FBIC Environmental Protection Department.
12. Develop and submit detailed quarterly and/or semi-annual progress reports and final reports to Water Quality Coordinator for inclusion in Water Quality Reports submitted to EPA, FBICC, and Environmental Manager in accordance with EPA's Administrative and Programmatic Conditions for the WQ Program.
13. Develop and submit detailed GIS monthly progress reports to the Water Quality Coordinator and Environmental Manager in accordance with Environmental Protection Department and FBIC Central Administration guidelines.
14. Other duties, relevant to this position, as may be assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: Incumbent must possess the skill and ability to operate computers and various computer software programs, including database software programs (Excel, Access). Incumbent must be willing to learn the skills and acquire working knowledge of the procedures used in GPS/GIS technology, including ArcGIS 9.0 software or newer versions, operating Trimble GPS or other types of GPS units, setting up a GIS database, collecting GPS data, downloading GPS data, and producing GIS maps from downloaded data. Incumbent must possess general knowledge in monitoring of water, air, and/or soil media, or be capable and willing to learn how to operate monitoring equipment for water, air, and/or soil media. Incumbent must possess the skill and ability to operate scientific calculators and office equipment. Must possess the ability to make decisions requiring independent judgment and work with little or no supervision. Incumbent must possess good oral and written communication skills in order to communicate effectively with co-workers, professionals within and outside the tribal structure, including Federal, State, and local agencies.

EDUCATION AND EXPERIENCE: A High School Diploma/GED is required. An **Associate's Degree** in Natural Resources, Environmental Sciences, Computer Technology, Computer Science

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or a related field is **required**, plus **6 months of experience** working in a related field and/or in an environmental protection or natural resources program.

*Note: Environmental protection/natural resources program experience may include work as a GPS/GIS Technician, Environmental Technician, Water Quality Technician, Wildlife Technician, Range Technician, Forestry Technician/Aid, etc.).

SPECIAL REQUIREMENTS: Incumbent must have knowledge and understanding of tribal governments and experience in working with Native American peoples. Incumbent must be sensitive and responsive to tribal culture and beliefs.

OTHER REQUIREMENTS: Incumbent must possess a Valid State of Montana Driver's License. Incumbent will be required to travel to remote field locations and to in-state or out-of-state training/meetings, pass a physical examination, willing to work outdoors in sometimes inclement weather and where specific environmental hazards may be present. Incumbent must be flexible, willing, and available to complete office/field work, which may require working after and/or before normal work hours. The position will require sitting, walking, stooping, bending, driving, climbing, lifting, reaching, carrying up to 30+ lbs. (backpack/equipment), and hiking up/down steep mountainous terrain to remote field locations.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

Note: This position description was revised on 11/12/2025. MHealy:mh:PDGIS Technician:11/12/2025.

FBIC Policies and Procedures

220.6 Re-opening of advertisement

The FBIC Personnel Department may choose to extend or re-open the advertisement of any position as it deems necessary.

1. Reasons may include but are not limited to: an insufficient number of qualified applicants for a vacant position; circumstances related to funding the position; or unforeseeable circumstances that arise.
2. Applications that have already been timely and completely submitted will automatically be included in the extended advertisement period and will be evaluated in the same manner as applications submitted under the extended deadline.
3. Application for a job advertised by the FBIC Personnel Department does not confer any rights or guarantee employment to an applicant.