



AROOSTOOK BAND OF MICMACS
7 NORTHERN ROAD
PRESQUE ISLE, MAINE 04769
(207) 764-1972

April 27, 2012

Managing Chemist - Job Announcement

Micmac Environmental Services is an environmental services firm located in Presque Isle, Maine. Micmac Environmental Services has been providing environmental services to the Aroostook Band of Micmacs Indian Tribe and the general public for over 15 years. Micmac Environmental Services also maintains an EPA and state-certified environmental laboratory, which supports Tribal Environmental Services, as well as performing water, wastewater, soil, and food testing for outside clients.

Micmac Environmental Laboratory was primarily established to provide drinking water analytical services for the Tribal community, with the eventual goal of developing Tribal capacity for testing Tribal natural resources to identify contaminant concerns and risks. Along with development of this capacity, a lucrative market for Tribal analytical services has emerged and is continuing to expand. In response to these needs and goals, Micmac Environmental Laboratory is seeking a highly motivated managing chemist to assist us to capitalize on opportunities to grow our laboratory.

In addition to a generous benefit package, the opportunity to reside in a pristine location with a four-season climate with unlimited recreational opportunities, and the opportunity to experience and share unique Tribal culture, the incumbent will have an unparalleled opportunity for professional growth and rewards as you help us develop and expand our laboratory.

Candidate should have a degree in Microbiology, Chemistry, or Environmental Science and must possess knowledge of the environmental field including quality assurance procedures applicable to a laboratory, bacteriological principles, techniques and terminology used in the examination of water and environmental samples; state and federal guidelines and regulations pertinent to laboratory safety and security; principles of supervision, training and performance evaluation; appropriate computer operations, software and peripherals; general rules for safe exposure and handling of chemical and biological hazards. Candidate should also demonstrate the ability to manage multiple projects and support staff, have an understanding of environmental regulations and technical writing, and excellent project organization with the ability to track and meet deadlines. Experience in marketing and preparing contract proposals is helpful. Strong verbal and written communication skills, as well as computer skills, are essential.



Responsibilities include, but are not limited to:

- > New method development for EPA/state drinking water certification, including microbiological methods, ion chromatography methods, atomic absorption spectrophotometry methods, and other wet chemistry methods (potentially GC/MS methods as well).
- > Performance of laboratory analytical tests on environmental samples utilizing EPA, APHA, ASTM, and other standard analytical methods.
- > Oversight of daily laboratory operations, including assignment of lab staff to duties and monitoring performance of testing in the fields of microbiology and chemistry. Review test results to ensure quality control.
- > Purchases or directs purchase of laboratory equipment and supplies, maintains inventory and instrument maintenance.
- > Coordinates and conducts education and training programs for personnel. Develops and implements standard operating procedures (SOPs). Develops and maintains appropriate quality control and assurance procedures; ensures compliance with current safety requirements; coordinates laboratory activities with other state and federal agencies and entities.
- > Participates in long range planning and budgeting processes; projects personnel and equipment needs; develops and monitors the laboratory budget; approves purchase of equipment and supplies.
- > Maintains current knowledge of advances in laboratory technology; federal and state regulations; attend seminars, lectures, meetings and professional conferences.
- > Project management.
- > Business and contract development. Responsible for assisting with marketing, sales, and contract proposals.
- > Staff management.
- > Interfacing with clients and regulatory agencies.
- > Drawing conclusions from scientific data and writing analytical reports.

Salary is based on several factors, including experience, and is evaluated on an individual basis after an application has been submitted.

Full time employee benefits include two weeks of vacation after 12 months of continuous employment, five sick days each year, and nine paid holidays. The Aroostook Band of Micmacs provides employee medical insurance with a monthly employee contribution of \$25.00; as well as employee dental, life, and long term disability insurance paid by the company. The Aroostook Band of Micmacs also offers a 401K-retirement plan.

Applications may be obtained online at http://micmac-nsn.gov/html/job_opportunities.html and sent with your resume, including references and salary history, to amichaud@micmac-nsn.gov or faxed to Andrea Michaud (Personnel Manager) at (207) 764-7667. Should you have any additional questions, please call Andrea Michaud at (207) 764-1972 or 1-800-750-1972.

**AROOSTOOK BAND OF MICMACS
ENVIRONMENTAL DEPARTMENT
POSITION DESCRIPTION**

Job Title: Managing Environmental Chemist
Department: Environmental
Reports To: Environmental Director
FLSA Status:
Prepared By: Fred Corey, Environmental Director
Prepared Date: March 12, 2012; Revised April 27, 2012
Approved By:
Approved Date:

NOTE

The following includes data on essential functions, as well as physical, mental, academic, and experiential requirements for the job defined herein. This description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this may change over time, according to the Tribes needs, which changes may not be recorded herein at this time.

SUMMARY

Primary responsibilities include analyzing environmental samples, supervision of staff, and management of daily laboratory operations by performing the following:

ESSENTIAL DUTIES AND RESPONSIBILITIES

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- > Drawing conclusions from scientific data and writing analytical reports.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelors degree (BA/BS) in chemistry or closely related field from an accredited college or university; or three years environmental laboratory experience that includes performance of EPA/ASTM analytical techniques. Must have successfully completed at least two semesters of college-level chemistry and one semester of college-level microbiology. Additional college-level laboratory sciences extremely desirable.

MOTIVATION

Must be highly self-motivated, with the initiative and desire necessary to assist us to identify and capitalize on opportunities to grow our laboratory. Must be goal-oriented, with a strong sense of perseverance and passion for achievement and success.

LANGUAGE SKILLS

Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the Tribal community.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and ability to apply concepts such as fractions, percentages, ratios, and proportions to laboratory calculations.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of scientific problems. Ability to understand nonverbal symbolism (formulas, scientific equations, graphs). Ability to understand a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be willing to attend training and/or become certified in relevant program areas.

WORKING CONDITONS

Laboratory environment, occasional business travel in Maine and New England.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skill, and or/abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. WE REMAIN AN 'AT WILL' EMPLOYMENT.

PREFERENCE WILL BE GIVEN TO NATIVE AMERICAN APPLICANTS

EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on an annual basis, and are based on how one meets, exceeds, or fails at the standards specified within this position description.

AMERICANS WITH DISABILITIES ACT

We are committed to complying with all applicable provisions of the Americans with Disabilities Act. It is the our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, we will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made us aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Aroostook Band of Micmacs. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their immediate supervisor. We encourage individuals with disabilities to come forward and request reasonable accommodations.

Procedure for Requesting an Accommodation

On receipt of an accommodation request, a member of management and/or your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that we might make to help overcome those limitations. We will determine the feasibility of the requested accommodation considering various factors, including but not limited to, the nature and cost of the accommodation, outside funding, and the accommodation's impact on the Aroostook Band of Micmacs, including its impact on the ability of other employees to perform their duties and on our ability to conduct business. We will inform the employee of our decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement

explaining the reasons for the request. If the request on appeal is denied, that decision is final. The ADA does not require us to make the best possible accommodations, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc).