

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Technician II (Forestry)

EXEMPT: No
TARGET SALARY: \$13.97 to \$16.43/DOQ
PROGRAM: Forestry
REPORTS TO: Forest Manager

JOB CODE: 4-TS T5
SHIFT: 8:00 to 5:00
LOCATION: Forestry

SUMMARY: Responsible for coordinating and supervising forest related operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

FOREST DATA

Collects, complies and analyzes various forest resource survey and study strata; prepares data summaries; statistical analysis; maps; graphs' reports findings; evaluates results; and makes recommendations. Prepares technical narratives for inclusion in finished reports of studies. Utilizes spreadsheet computer technology to manipulate data and presents it in acceptable format.

CONTRACTS

Assists in the administration of a variety of forest contracts including planting and pre-commercial thinning. Serves as inspector on assigned contracts to assure that work meets the contract specifications. Issues start and stop work orders; holds pre-operations conference with the contractor to review procedures; establishes timetables; and develops work plans. Recommends acceptance of completed work and arranges the paperwork to initiate payment of contract obligations.

WASTE SCALING

Determines the merchantable volume of timber and any penalties for improper bucking and felling that has been left after a logging operation.

CUTTING PERMITS

Issues and records Paid and Free-Use Permits as required by Tribal Ordinance. Scales all wood products and collects fees for permit products being sold on or off the Makah Indian Reservation. Assists in the investigation of wood cutting violations and makes both written and verbal reports. Issues and files State Harvesting Permits as applies to all wood products leaving the Makah Indian Reservation.

TRESSPASS AND DAMAGE INVESTIGATION

Assists in the collection of facts; appraisals and makes recommendations on the arbitration of problems or complaints that are associated with trespass or fire.

FOREST FLEET MANAGER

Responsible for motor vehicle (fleet) management for the Makah Forestry Program. Duties include, but are not limited to, licensing, insurance, leasing maintenance records, purchasing of supplies, maintenance, record keeping, and safety.

OTHER

Coordinates with Forest Manager in the location, preparations, and performance with landings burns that have a potentially high risk of a fire hazard and or unproductive tree regeneration. Trained in basic fire behavior, fire safety and fire fighting.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

Graduation from a two-year program with major course of study in forest technology or course work in a discipline applicable to the requirements of the position and two years of progressively responsible experience related to the work of the position. OR

On a month-to-month basis, progressively responsible work experience related to the duties of the position for desirable education.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, and proportions, and percentages, area, circumference, and volume.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

OTHER SKILLS AND ABILITIES:

A basic understanding of current GIS technology including manipulative themes, changing theme symbols and map scale using related peripheral devices is desirable.

A basic understanding of current GPS technology including the collection of data, downloading and retrieval of information is desirable.

Proficiency in the use of current word processing, spreadsheets and related computer programs is desirable.

Ability to maintain harmonious working relationship with team members, Makah Tribal Department staff, private sector, community as well as state and federal agencies.

General accountability and maintenance of field equipment is required. Working with and assisting other staff members to gain knowledge or technical skills is required.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be fully immunized against COVID-19 and provide official documented proof of vaccination prior to employment.

PHYSICAL DEMANDS

The employee must be able to perform the field tasks of the position. Topography is rough and uneven, quite brushy with an annual rainfall exceeding 100 inches per year, and must occasionally lift and/or move up to 65 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115

OPEN: April 27, 2022
CLOSE: May 24, 2022

71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.