

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Forester

EXEMPT: Yes	JOB CODE: 3SS T-5
TARGET SALARY: \$22.74 to \$25.27/DOQ	SHIFT: 8:00 to 5:00
PROGRAM: Forestry	LOCATION: Forestry
REPORTS TO: Forest Manager	

SUMMARY: Responsible for the planning, administration, performance and analysis of technical forestry tasks requiring the knowledge of forest science, economics, engineering and natural resource management.

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.

Plans, supervises, and conducts timber cruises for timber sales, forest inventory data and continuous forest inventory (CFI) data. Compiles and statistically analyzes various forest resource/inventory data to direct both commercial and forest development activities.

Preparation of annual timber sales. Work with Forestry Contractor to conduct field reconnaissance of proposed timber sale units to evaluate stand conditions and other natural resource conditions for contract packages; establishment of timber harvest units including road and landing locations and harvest methods; preparation of timber sale appraisals, technical narratives including associated graphs, maps, and other references, federal environmental permitting, development of timber sale contract; and administration and compliance of contract activities.

Silvicultural responsibilities include annual contracting of seedling production to ensure that annual reforestation needs are met, ensuring that annual goals related to pre-commercial thinning are met, and the development of annual bids and contracts associated with reforestation and pre-commercial thinning projects.

Analyzes, prices, directs, and administers contracts for road construction and maintenance as well as non-commercial and commercial stand treatment and other forest resource contracts.

Ability to assist the Forest Manager with forestry budgets and accomplishing work within annual forestry budget constraints.

Supervises and sets work schedule for forestry technicians to accomplish annual planting, pre-commercial thinning, timber sale activities, collection of resource/inventory data, and other forestry related activities.

Work with Forestry Engineer Technician to engineer new roads, bridges, or road rehabilitation projects as required to meet annual forest management goals.

Works closely with the Forest Manager to meet annual goals related to forest management. Provide recommendation to the Forest Manager based on environmental, biological, economical, and safety considerations.

As a member of the Makah Forestry Management Team, assists other members in meeting the team's goals and objectives.

Train technicians to handle increasingly more technical duties and responsibilities.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 3 employees in the program. Caries out supervisory responsibilities in accordance with the organization's policies applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and disciplining employee, addressing complaints and resolving problems.

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

Bachelor's degree (B. A./B.S.) in Forestry Resource Management or Forest Engineering from a four-year college or university; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

OTHER QUALIFICATIONS

Ability to write technical reports, professional correspondences, environmental assessments, and other related documents.

Must have a thorough understanding of project management principles and techniques as they relate to forest resources.

Ability to defuse potentially confrontational situations while making every effort to resolve the potential conflict in a positive manner.

Ability to read and use maps and aerial photographs.

Ability to use GIS, road engineering, and other forestry related software to accomplish required work.

Knowledge, understanding, and application of economic principles, harvesting costs and regional log market sorts and prices.

OTHER SKILLS AND ABILITIES

Knowledge of standard office procedures necessary to provide for the smooth and efficient operation of the program by maintaining appointment calendars and schedules, tickler files, setting up meetings and conferences, etc.

Revised 12/12/02

Revised 07/07/09

Revised 12/01/16

Revised 05/28/23

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, and email. Additional software program experience is preferred.

Knowledge of correct English usage, grammar, spelling, punctuation, and business letter and report writing.

Ability to listen, observe and record a variety of information.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful and effective manner, contributing to a positive work environment.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work. Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.

Knowledge of standard filing systems in order to prepare, file, and retrieve various documents efficiently.

Must have knowledge of grant preparation, contract development and submission process.

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

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

Must be 21 years of age by the date of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move more than 65 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is routinely exposed to outside weather conditions. Topography is rough and uneven, brushy, with annual rainfall exceeding 100 inches per year.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; and vibration from handling power equipment. The noise level in the work environment is usually low to moderate.

HAZARDS

Potential risk of injury due to operation in an outdoor field environment subject to adverse weather, wind, and forest hazards.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

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

Makah Tribal Council
Human Resources
P.O. Box 115, Bldg 7
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)

OPEN: May 11, 2023
CLOSE: May 24, 2023

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, gender identity, 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.