



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

FORESTRY TECHNICIAN – 2 POSITIONS

Position Description

| Opens: December 7, 2018 Closes: December 19, 2018 | | | |
|--|---|----------------------------|--------------------------------------|
| Department: | Natural Resources | Reports to (title): | Forestry Program Manager |
| Job Code: | N-9 | Job Location: | Bois Forte Forestry Nett Lake, MN |
| Pay Range: | Min: \$14.43 Mid: \$18.035 Max: \$21.64 | Supervises: | No |
| Hours/week: | 40 | Classification: | Non-Exempt |
| Type of Position: | Full-Time | Effective Date: | 01/01/2017 |
| | | Revised Date: | 02/28/2016 |

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Forestry Technician is responsible for carrying out forest management assignments on 43,000 acres of trust land on the reservation under the direction of the Reservation Forester. Most work is performed outdoors, although some office work will be required. The position involves forest management, forest development, wildland fire preparedness and suppression, wildland fire prevention, and hazard fuel reduction.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Monitors proposed timber sales areas to estimate volume, quality and accessibility of timber; locates legal boundaries and lays out cutting lines.
2. Assists the Forestry Program Director and Forestry Coordinator in contract administration of timber sales, operating on both Tribal and allotted lands.
3. Assists in forest inventory data collection and data entry; scales both cordwood and saw logs to determine quantity and quality.
4. Prepares maps, walkover reports and other timber sale or forest development reports under the supervision of the Forestry Program Director; assists in forest development project preparation, operations, and administration.
5. Participates in wildland fire prevention activities and hazard fuel reduction assessments and projects, serving as an initial attack and sustained resource for wildland fire suppression.
6. Uses computer software to determine timber volume and area of timber sales.

Position Description

7. Maintains equipment and forestry facility in a state of readiness; operates have equipment.
8. Supervises fire crew in the absence of the Reservation Forester.
9. Maintains knowledge of best practices by attending training workshops and seminars.
10. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Two years of related practical experience |
| Education: | <ul style="list-style-type: none">• High school diploma or equivalent GED |
| License/Certification: | <ul style="list-style-type: none">• Must possess a valid state driver's license, and be insurable on the RTC automobile policy• Must qualify for a US-DOI BIA motor vehicle operator authorization card within the introductory period and must maintain validity of said card |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Must have basic knowledge of the theory, principles, and methods of forestry and related disciplines such as is obtained through experience in forestry.• Must have basic knowledge of wildland firefighting techniques through completion of S130/190 basic wildland firefighter courses.• Must have a valid Wildland firefighter "red-card" (FFT2 or greater) when job application is filed. Pre-requisite is to successfully obtain medical clearance following an arduous duty physical exam for Wildland firefighting. Must successfully pass the pack-test.• Must be physically fit in order to conduct forestry field work under all weather conditions. May include walking several miles at a time through very inaccessible terrain.• Must possess good oral and written communication skills.• Must be dependable and self-motivated.• Must have the ability to organize work assignments and work under limited supervision.• Must have the ability to read maps and aerial photos.• Must be familiar with compass work.• Must be able to work weekends and after hours during fire standby under elevated fire danger.• Ability to operate general equipment, i.e., computer; fax machine, telephone, ATV, snowmobile, tracked equipment, mowers, tractors, firefighting apparatus, trucks, cars, shop tools (power and non-power), chainsaw, etc.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.• Ability to perform other duties as assigned.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

Position Description

PREFERRED QUALIFICATIONS

- Two year degree or certificate from a college or vocational school specializing in forestry can be substituted for experience

WORK ENVIRONMENT

Work environment: Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Outdoor conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a fair credit reporting act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit

FORESTRY TECHNICIAN

Position Description

our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.