

Forest County Potawatomi

Position Classification and Description



POSITION TITLE: Forester
CLASSIFICATION: Non-Exempt
DIVISION: Land & Natural Resources
DEPARTMENT: Forestry
PROGRAM: n/a
SUPERVISOR: Forestry Manager
GRADE: NE11

Position Summary:

Under general supervision of the Forestry Manager, this position is responsible for completion of forest resource projects on the Forest County Potawatomi lands with an estimated 5,000 acres of fee land and nearly 14,000 acres of trust lands. Guided by the forest management plan, the approved harvest schedule, cutting records, and collected field data, the individual completes on the ground work for forestry projects to meet tribal forest management goals. The position is also responsible for assisting with numerous other projects and programs including administration and monitoring of all timber sales on Tribal lands, forest development projects, forest protection projects, recreational trail projects, the continuous forest inventory program, the stand exam program, the community forestry program and the fire and fuels program.

This list of duties and responsibilities is illustrative only of the essential duties and responsibilities. The employee is expected to perform other duties as assigned.

Essential Duties & Responsibilities:

- Establishes boundary locations and silvicultural prescriptions based upon known data.
- Completes timber marking, timber cruising, stumpage appraisals and mapping to determine cut and residual volumes and values of timber sales
- Assists with the administration of all timber sales on tribal lands which may include forest product scaling, stumpage billing and collection, record keeping and reporting, and contract compliance inspection.
- Assists with maintenance of the continuous forest inventory program and stand exam program including completion of sampling inventories, mapping, photo point establishment, data input and report generation
- Assists with the identification and completion of forest development projects (such as TSI, aspen regeneration, and planting)
- Assists with the identification and completion of forest protection projects including insects, disease, and trespass issues. This may include detection surveys and placement of corrective traps or signs.
- Assists with management and maintenance of recreational trails and facilities.
- Works cooperatively with the Community Forestry Program as directed in completion of urban forestry type projects and contractual work.

- Works cooperatively with the Fire and Fuels Program as directed in completion of fire and fuels projects and contractual work.
- Operates equipment as needed.
- Assists with public educational programs on forest care and conservation.
- Contributes to a team effort and accomplishes related results as required.
- Maintains regular and punctual attendance.
- Performs other duties as required.

Minimum Qualifications:

- Associate Degree in Forestry or a related field.
- Five years of demonstrated experience in forest management. Five years of demonstrated experience can be substituted for education but it must be proven by reference contact.
- Bachelor's Degree in Forestry preferred.
- Expected minimum timber marking rates for this position is 8-10 acres per 10 hour day including transportation time.
- Valid CDL or ability to obtain CDL.
- Valid driver's license and eligible for coverage under the Tribe's Insurance prior to an actual start date. Must maintain a valid driver's license as a condition of employment.
- Successfully pass a background check and pre-employment drug screening.

Knowledge, Skills, and Abilities:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of the principles of environmental conservation and management as related to forest resources.
- Knowledge of effective methods and techniques in forest management.
- Knowledge of safety standards and precautions pertaining to the use of tools and equipment.
- Knowledge of timber sale preparation and administration.
- Knowledge of BIA policies and regulations of non-trust forestry policies, Wisconsin Managed Forest Law and Forest Crop Law.
- Ability to use standard hand and power tools and equipment in forestry activities.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to research and compile data relating to forest resources.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work extended hours, various work schedules and to travel occasionally.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.

- Ability to work independently and maintain consistent production rates.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit and stand; taste or smell; have manual and finger dexterity; stoop, and talk or hear. The employee is frequently required to walk. The employee is occasionally required to crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in an office setting with a moderate noise level and in outside environments with moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Prolonged standing and walking may be on uneven surfaces or unstable ground. Work environment involves some exposure to hazards or physical risks, and requires following basic safety precautions. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As authorized by Federal Law, the Forest County Potawatomi Community reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all job openings.