



Position Description

Position Title: Forest Inventory Trainee

Work Location: Ukiah, CA

Job Specific Information

The Mendocino Family of Companies (Mendocino Forest Products Company, Mendocino Redwood Company, Humboldt Redwood Company, and Allweather Wood), is a leading manufacturer and distributor of environmentally certified redwood, Douglas-fir, and preservative treated lumber products throughout California and the Western U.S. Our culture is based in environmental stewardship and community support. The company maintains Forest Stewardship Council® (FSC® C013133) certification for its forestlands, manufacturing, and distribution operations.

MRC is looking for a Forest Inventory Trainee to join our Forestry team in Ukiah, CA! This dynamic person will learn to collect and analyze data relating to timberlands and long-term planning. The Forest Inventory Trainee will learn to run Forest Growth and Yield Models for the ownership and communicate data with forestry staff. This is a leadership track position for the right individual.

Duties and Responsibilities

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 abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The key areas of focus for this position are as follows;

- Learn to develop, organize, implement, and manage timber inventory
- Assist with interpretation of aerial photographs to determine timber types and other forest attributes
- Maintain timber stand shape files using Geographic Information Systems
- Design specific maps to display various forest values
- Work with forest managers to develop growth and yield models and outputs
- Support Forest Managers with land management planning

Qualifications

- Bachelor's degree (B. S.) from four-year college or university in Forestry, Natural Resources or sampling/mathematics field; minimum six months experience in forest inventory analysis, timber cruising, other sampling; or equivalent combination of education and experience
- Must be proficient in Microsoft Office suite including Access
- 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
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

- To perform this position successfully, an individual should have knowledge of ESRI software, word processing and Internet software
- Must carry a valid California Driver's License and be eligible to operate a company vehicle under company policy guidelines
- The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and vibration.
- The noise level in the work environment is usually quiet

Physical Requirements:

- The employee may be required to lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to navigate alone in remote mountainous regions using map and compass, may include hiking or walking long distances.
- Position may require travel locally, usually by pickup, up to 25% of the time.

CRITICAL COMPETENCIES REQUIRED

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Adaptability & Dependability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Follows instructions, responds to leadership direction; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Oral & Written Communication - Speaks clearly and persuasively in positive or negative situations; Listens and requests clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings; Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Motivation & Initiative - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions as appropriate; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

VERY IMPORTANT COMPETENCIES REQUIRED

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning & Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Interpersonal Skills & Professionalism – Treats people with respect; Inspires the trust of others; Ability to proactively resolve conflict; Maintains confidentiality; Remains open to others' ideas; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

VALUABLE, BUT LESS IMPORTANT COMPETENCIES

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Ethics & Organizational Support - Works with integrity and ethically; Follows established policies and procedures; Completes administrative tasks correctly and on time; Supports organizational goals and values; Respects diversity.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.

Application Process

- Go to www.mendoco.com / Careers reference Job ID 2018 - 1288
- Call Victor Balestrieri Recruiting Manager at (707) 620-2940 for questions or more information

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