



**PO BOX 68
KORBEL, CA 95550**

November 15, 2022

Position: Roads Operations Administrator

This job is located on the coast of Northern California (Humboldt and Del Norte counties) where the redwood forest meets the ocean. Here Green Diamond owns roughly 400,000 acres of sustainably managed FSC certified redwood and Douglas-fir timberlands.

The main responsibilities of this position: Hire independent contractors and administer their contracts. Concentration on administration of independent contractors specializing in logging road construction, repairs and maintenance. Must have knowledge of the California Forest Practice Rules and Timber Harvest Plan process to ensure road contracts are administered safely, within regulations and assure commitments are met on time.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelors' degree in Forest Management or equivalent work experience.
- Experience in a broad range of forest operations, including administering contracts, good understanding of logging operations and supervising employees.
- Valid driver's license.
- Working knowledge of the California Forest Practice Rules.
- Demonstrated negotiating skills.
- Proven skills at estimating construction timelines.
- Ability to be highly motivated and self-directed.
- Exhibit strong leadership skills. Working with integrity, trust, and commitment, setting an example for others.
- Must have effective and productive communications skills; speak well, communicate ideas clearly. Write well, clear, and concise. Be approachable and open to discussion.

Benefits include: Competitive wages based on experience and qualifications, bonus plan, health benefits package, vacation, paid holidays, 401(k) retirement and a company vehicle for business use.

To view the complete job description and apply online visit the career page on our website at www.greendiamond.com/employment

Or email cover letter with resume to: CAJobs@greendiamond.com **Deadline to apply November 30, 2022**