

QUINAULT INDIAN NATION POSITION DESCRIPTION

POSITION TITLE: FORESTRY TECHNICIAN

T4/5/6

JOB SUMMARY

This position is a technician within the QDNR Forestry Department, Timber Harvest section, under direction of the Pre-Sales Supervisory Forester. Incumbents will have responsibilities for duties in support of timber sale-preparation, contract administration, or forest roads projects occurring on Indian Trust lands within the Quinault Indian Reservation. Work may be performed independently over extended periods of time.

ESSENTIAL FUNCTIONS

Contributes to the preparation or administration of timber sales through field activities such as sale boundary and forest road reconnaissance, harvest unit design & layout, sale acreage and volume determination, scaling, harvest inspection, and interdisciplinary team coordination.

Performs all responsibilities in accordance with relevant portions of the Code of Federal Regulations.

Identifies potential violations of harvest contracts, permits or other ordinances and utilizes sound professional judgement and methodologies in their mediation or resolution.

Documents timber harvest progress or incidents and/or forest or road conditions through written reports.

Performs appropriate methods of forest products volume determination (cruising or scaling).

Collects, organizes, and maintains integrity of forest management data.

Clearly communicates any information related to assignments to QIN staff, contractors, permittees, or landowners.

Coordinate project work plans with other technicians and foresters; submit periodic progress reports outlining current project status, and findings; using standardized data gathering procedures; evaluate and analyze collected data; formulate conclusions and write summaries; draft technical reports for review by supervising forester; responsible for the completeness and accuracy of all data collection, analysis and recordkeeping within area(s) of assignment; preparation and maintenance of necessary records, reports, and correspondence.

Utilize current computer technology to store, develop, and analyze data, in support of forest management needs.

Maintains confidentiality of designated information or materials.

Performs all other duties as assigned.

OTHER JOB FUNCTIONS

Establish and maintain effective communications within the organization, and establish and maintain effective working relationships with diverse groups and individuals. Make verbal or written presentations to senior staff, Business Committee members, landowners, and the general public as required. May represent the division, department and/or Nation at national, state, and local meetings/conferences. Act as advisor to the senior management within areas of expertise.

JOB DEMANDS

Work is performed in a variety of indoor or outdoor settings for eight or more hours per day. Mobility is needed to perform duties. Strenuous physical effort is often needed to perform on-site activities. Outdoor activities are performed in varying weather and terrain conditions. Activities may be performed in weather ranging from cold, rainy and windy to hot and humid; and may involve physical risks such as falling, slipping, tripping, and working in significantly hazardous logging conditions. May participate in aerial surveys, including low level flights over target area. Basic communication skills such as talking, seeing, and hearing are needed for frequent telephone usage and oral discussions with Industry representatives and various levels of state, federal, and local governmental employees. Use of hands and fingers to handle objects and control automated equipment, hand and power tools, using finger dexterity. Patience and persuasiveness are needed when interacting with other people. Occasional involvement with hostile and/or argumentative individuals. Must have the ability to work in a fast paced environment and meet deadlines. Necessary aptitudes include understanding instructions, numerical aptitude, precision problem solving, initiative, ingenuity, and imagination; analytic ability, memory, concentration, and judgment. Frequently necessary to work beyond normal working hours and on weekends. Nighttime field operations are involved in some projects.

MINIMUM QUALIFICATIONS

Knowledge of:

- Professional principles, practices and concepts of forestry.
- Common regional logging methods
- Logging equipment capabilities and application.
- Knowledge of silvicultural prescriptions and timber sale contract terms and conditions.
- Standard sampling methods, recording procedures, and surveys to collect forestry data.
- Principles of forest road construction, maintenance, equipment and use.
- Collaborative problem solving methods.
- Appropriate software (word processing, spreadsheets, databases, data collection, GIS, GPS, email, TAAMS).
- Correct English usage, spelling, grammar, and punctuation.
- Federal, State, and Tribal natural resource laws and policy
- Practices and techniques related to environmental protection
- Use of personal computers and common software applications (e-mail, internet browsers, word processors, spreadsheets, databases, etc.)
- Handheld GPS and data collection units

Ability to:

- Organize and conduct field studies.
- Navigate independently in a forested setting
- Use mature judgement
- Reason logically, draw valid conclusions and make appropriate recommendations.
- Define field and research project problems; determine extent and type of information needed.
- Accept direction and supervision.
- Prepare comprehensive and concise reports.
- Effectively utilize judgment to arrive at conclusions and make decisions.
- Maintain computer data as required.
- Deal tactfully with the public.
- Communicate clearly and effectively, both orally and in writing.

Education, Training and Experience:

Grade 4

AAS degree in forest technology or other applicable natural resource discipline

OR

High School diploma or equivalent; plus three years of applicable work experience in natural resources or an equivalent accumulation of job-related training, or combination thereof

Grade 5

AAS degree in forest technology or other applicable natural resource discipline; plus one year of directly applicable work experience

OR

High School diploma or equivalent; plus five years of applicable work experience in natural resources or an equivalent accumulation of job-related training, or combination thereof

OR

A Bachelor's degree (BA or BS); plus one year of directly applicable work experience or an equivalent accumulation of job-related training, or combination thereof

Grade 6

AAS degree in forest technology or other applicable natural resource discipline; plus four years of directly applicable work experience, one of which having been in a team or project leadership role.

OR

High School diploma or equivalent; plus 10 years of applicable work experience in natural resources or an equivalent accumulation of job-related training, or a combination thereof. At least two years of work experience having been in a team or project leadership role.

OR

A Bachelor's degree (BA or BS); plus three years of directly applicable work experience or an equivalent accumulation of job-related training, or combination thereof

AND (all grades)

Must have or be able to obtain within the first month of employment a Washington state driver license.

Must have and maintain the ability to be insured under QIN automobile insurance.

Must be able to pass a federal background security investigation as required to work within the BIA office and access required data and records. Continued employment will be dependent upon passing the security investigation.

Ability to maintain confidentiality of information.

Ability to comply with the Drug-Free Workplace Act

Please send applications and questions to jobs@quinault.org You can find the application at <http://www.quinaultindiannation.com/jobs.htm>.