



## **THE COQUILLE INDIAN TRIBE**

**CLOSES OCTOBER 19, 2018; 5:00 PM**

**Complete application packet should comprise of:**

- **Cover Letter**
- **Coquille Tribe Employment Application**
- **Resume**
- **Unofficial Copy of College Transcripts, if applicable**

**Job Title:** FORESTRY AND LAND SPECIALIST (ANA-ERE FUNDED)  
**Department:** Natural Resources Department (NRD)  
**Reports to:** Director Natural Resources  
**FLSA Status:** Non –Exempt, Position is contingent on continued grant funding  
**Salary Grade:** \$22.09 to \$28.72, DOE  
**Location:** Coos Bay/ North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

---

### **SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the Natural Resources Director, the Forestry and Land Specialist (FLS) will be responsible for preparing all CIT lands for implementation of ITARA, and; the design and preparation of timber harvest plans that comply with Coquille Indian Tribe standards and guidelines. The FLS provides clear and concise communication of management activity, including timber harvest plan, to operators prior to and during operations. The FLS may be responsible for contract administration for harvesting operations when assigned. The FLS will also have other duties such as assisting with prescribed burning for reforestation, participating in tours of the property and assisting/collaborating with other departments as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Coordinates forest management activities including but not limited to: planning, harvesting, fire, vegetation management, road construction, inventory and silviculture as directed by the Natural Resource Director.
2. Keep Natural Resources Director apprised of all forest management activities and shares information regularly with the NRD team.
3. Prepare harvest planning for 5 and 10 year cycles and carry out forest engineering aspects of timber sales administration including design of harvest systems, design and layout of logging spur roads, landings and haul routes and performance of timber sale contract compliance activities.
4. Prepares multiple alternatives to include cost analysis and appraisals of timber sales, new road construction and reconstruction, timber volume and value determination, various harvesting methods, commercial and noncommercial timber stand treatments, and other forestry and engineering projects. Provides technical expertise and administrative oversight for engineering and construction of new roads, bridges, and other forest road transportation structures and implementation of forest road maintenance activities.

5. Prepare complete surplus timber sales and have “on shelf” for market condition consideration. Ensures all timber sale activities are properly engineered and documented in the field prior to harvest activities. (Roads and harvest units).
6. Assures that critical timber sale information is communicated to key departments including Operations, GIS, cultural resources, and Natural Resources staff. Provides appropriate information regarding timber sale statistics for planning purposes (Yarding methods, volume/acres, species distribution, log size distribution, special provisions).
7. Administers & ensures compliance on timber sale and other forest management contracts.
8. Processes the collection of and disbursement to the Tribe of all timber contract payments, advance deposits and bonds. Administers and oversees all check scaling activities on Tribal/Fee Timber Sales. Administers Bi-Monthly Log Scale Summaries and checks for accuracy and completeness.
9. Assures compliance with the Bureau of Indian Affairs (BIA) forest management rules and regulations.
10. Provide forestry expertise and specialist reports for all National Environmental Protection Act (NEPA) and Endangered Species Act (ESA) analysis.
11. Provides technical narratives relating to forest engineering activities including graphs, maps, and references for timber sale packages, and forest management reports in accordance with the Interim Coquille Forest Resource Management Plan.
12. Prepares evaluation of timber sale activities (each site visit), within 5 days of harvest activity completion, and completion reports upon completion of operations.
13. Communicates often with members of the various regulatory agencies involved with timber harvest planning process. Interaction with members of the community may be required where development is adjacent to, or in close proximity to urban settings.
14. Research, prepare and implement studies on forest management to explore alternative management concepts on small scale landscapes to determine if changes are warranted/necessary.
15. Works to assure compliance with the Forest Stewardship Council (FSC) forest management standards and principles.
16. Natural Resource Staff, including Field Level Staff, are responsible for gathering, maintaining, and studying data on natural habitats. This is not strictly limited to forests, and may also include lakes, mountains, and grasslands.
17. Obtain Pesticide Applicator license.
18. Maintain and update, annually, in coordination with GIS, forest history tracking database; and perform annual GIS update of harvest road activities.
19. Maintain Basic 32 and Red card compliance.
20. Other duties as assigned

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

#### **PHYSICAL REQUIREMENTS**

The physical ability to stand, sit or walk frequently. The physical ability to traverse steep slopes and difficult ground conditions for extended periods of time. The physical ability to drive vehicles, with either standard or automatic transmissions, for up to 2 hours or more per day. The physical ability to use both hands for frequent fingering and occasional simple grasping. The physical ability to frequently carry up to and including 25 pounds of weight for distances of up to 2 miles in various weather conditions and across various surfaces. The physical ability to rarely carry over 25 pounds of weight for distances up to 50 feet in various weather conditions and across various surfaces. The physical ability to occasionally lift up to and including 50 pounds of weight between the floor and the waist. This weight will be constituted by the following items, but not limited to them: equipment, tools, firefighting tools, etc. The physical ability to work on uneven surfaces continuously. The physical ability to work outdoors in all temperatures and weather conditions. The physical ability to work around loud and constant noise continuously. The physical ability to tolerate required personal protective equipment such as safety/fire boots, work gloves, safety glasses, ear protection, safety vests, hard hats, and face shields.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities. Experience with land boundary and surveying is desirable.

1. Excellent oral and written communication skills with strengths in team environment, and cooperative problem solving.
2. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
3. Ability to function in an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
4. Demonstrated ability to be results driven; coordinating decision making that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
5. Working knowledge of: Oregon Coastal timber species, cruising, scaling and grading rules and procedures, forest terminology, mapping and the use of aerial photographs.
6. Knowledge of forest inventory software, growth & yield models, and harvest scheduling
7. Knowledge of timber cruising, skyline analysis and road design programs.
8. Working knowledge of federal and state regulations and policies applicable to management of Indian trust lands and natural resources a plus (i.e., those associated with the Environmental Protection Agency, Endangered Species Act, Oregon Forest Plan, National Environmental Policy Act, Northwest Forest Plan, National Historic Preservation Act, etc.)
9. Knowledge of federal agency administrative and regulatory policies (e.g. Bureau of Land Management, Forest Service, etc.).
10. Knowledge of economic principles and marketing strategies for the commercial sale of forest products and other natural resources commodities.
11. Ability to maintain effective working relationships with outside governmental officials, administrative and granting agencies including contractors and purchasers.
12. Knowledge and experience with GIS and GPS hardware and data collection.
13. Knowledge of natural and cultural resources.
14. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
15. Knowledge of and experience with logging systems, forest plantation, seedling planting, vegetation management, and pre-commercial thinning.
16. Ability and working knowledge necessary to use forest inventory and surveying tools

## **MINIMUM QUALIFICATIONS**

- A. Minimum of a Bachelor's Degree in Forest Engineering, Forest Management, or closely related field from SAF accredited college or university with at least 5 years' experience in harvest unit layout, harvest systems, forest development, road engineering, layout and construction, timber cruising, silviculture treatments, and young stand management.

**OR**

An Associate's degree in Forestry with 7 years of work experience in the areas listed above.

- B. Experience in timber sale and contract management required.
- C. Experience in computer applications utilizing software programs, word processing, database, spreadsheet, forestry and engineering programs, forest growth modeling, forest inventory, GPS and GIS equipment is required.
- D. Documented experience working with regulatory agencies, land management agencies, private and industrial landowners.
- E. Experience with federal and state regulations and policies applicable to management of Indian trust lands and natural resources a plus (i.e., those associated with the Environmental Protection Agency, Endangered Species

Act, Oregon Forest Plan, National Environmental Policy Act, Northwest Forest Plan, National Indian Forest Resource Management Act, National Historic Preservation Act, etc.) is highly desired.

- F. Experience with multiple landowner reciprocal road use agreement system applicable to the forest lands in Southwest Oregon preferred.
- G. Experience with marketing strategies for the commercial sale of forest products and other natural resources commodities preferred.
- H. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.
- I. Easement and encumbrance experience is desired.
- J. Knowledge of land acquisition/disposition is desired.
- K. Timber harvesting experience including tree felling, logging equipment setup, logging equipment capabilities and logging road construction is desirable.

**Visit [www.coquilletribe.org](http://www.coquilletribe.org) for an application**

**Contact HR at 541-756-0904**

**Submit completed applications to:**

**Human Resources Director**

**Coquille Indian Tribe Administration Offices**

**3050 Tremont St. North Bend, OR 97459**