

Sek-wet-se Corporation
(A Coquille Indian Tribe Non-Profit Corporation)

Employment Opportunity Announcement

CLOSES FRIDAY, NOVEMBER 18, 2016 AT 5:00 PM

Job Title: NATURAL RESOURCES TECHNICIAN SUPERVISOR
Reports to: President of Board
FLSA Status: Non-Exempt – Full Time
Salary Grade: \$18.92 to \$27.73 per hour (DOE)

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the President of the Board of Directors, the Natural Resources Technician Supervisor is responsible for the day to day operations and supervision of technical staff. The NRTS will coordinate timber sale layout, data collection including GIS and forest inventory data, data entry, data analysis, vegetation management, fisheries and water quality projects needed to support the management of the Sek-Wet-Se forest and other Tribal Land as directed. The NRTS has forestry related budget responsibilities with limited contracting authority in accordance with corporate fiscal policy, and performs the majority of job functions independently with regular guidance from the President of the Board. This position's duty station is the field office in Bandon, Oregon; requires daily travel to the field office and to field work sites.

Preference will be given to those individuals that qualify as low income pursuant to Treasury Regulations 1.45D-1(d)(9)(i). To qualify for preference qualified applicants must provide proof of low income status; i.e. income tax returns and supplemental questionnaire of the applicant and each family resident.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides direct supervision to technical staff to include but not limited to; planning, scheduling, and assigning work, establishing guidelines and performance expectations, providing feedback and evaluating performance. Provide advice, counsel, and/or instruction to technical staff and conducts disciplinary measures as necessary. Seek guidance from and report any concerns to the President of the Board.
2. Responsible to keep crew motivated and engaged in the work at hand as well as the overall fulfillment of the Natural Resources Management Plan for Sek-Wet-Se forest.
3. Meet regularly with the President of the Board to identify tasks consistent with the Sek-Wet-Se Forest Management Plan and to scope out upcoming tasks; may include work on other Tribal Land.
4. Consult regularly with the President of the Board, CIT Natural Resources Director and staff of the Coquille Tribe Natural Resources department (who provide the professional forest management services for the Sek-Wet-Se forest under a management contract) to develop work plans and determine specific work assignments for implementation of management activities under the Natural Resources Management Plan for the Sek-Wet-Se forest or performance of project work on other Tribally owned land.
5. Coordinate and perform the forest management activities developed for the Sek-Wet-Se forest and other tribally owned land as directed. Specifically, assist with:
 - a. Timber sale layout and administration, including traversing, cruising, roads layout, and GIS/GPS support.
 - b. Stand based inventory data collection.
 - c. Reforestation projects.
 - d. Post-harvest monitoring.
 - e. Forest roads inventory data collection.
 - f. Forest roads maintenance.
 - g. Vegetation control / noxious weeds abatement.
 - h. Fisheries projects.
 - i. Cultural / Educational projects.

j. Water quality projects.

6. Conduct regular crew meetings to include overview of tasks, safety, policy and procedure, and general forestry related topics to assist in the growth of the crew.
7. Attend Board meetings as directed and report on forest management activities and progress of work plans.
8. Be familiar with all policies and procedures applicable to the Sek-wet-se Corporation and ensure their compliance at all times.
9. Operates owned/leased vehicles, usually four-wheel drive pick-up trucks. Ensures that all vehicles are being maintained on a regular basis and schedules repairs as necessary.
10. Operates small power tools, such as chain saws, weed-eaters, drills, augers, laser transits and others.
11. Collect and enter field data in accordance with established procedures and assist in the analysis of data in support of natural resources inventories and development of management plans.
12. Assist with wildfire protection, insects, disease, vegetation management and noxious-weed control activities and law enforcement actions related to protection of natural resources. Assist with oversight and monitoring for contractors involved in natural resources protection and restoration activities.
13. Other duties as assigned.

The above are 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 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 50 pounds of weight for distances of 2 miles or more in various weather conditions and across various surfaces on a frequent basis. This weight will be constituted by the following items, but not limited to: timber cruising equipment, backpack sprayer, chainsaw, weed eater, 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 skills and abilities.

1. Ability to make decisions independently in accordance with established policy and procedures.
2. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and high pressure situations.
3. Ability to use judgment and discretion in carrying out instructions furnished in written, oral, or diagram form.
4. Ability to plan, oversee, and evaluate the activities of others.
5. Ability to read and interpret maps, aerial photos, property descriptions, charts, diagrams and graphs.
6. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
7. Knowledge and experience with GIS and GPS software and data collection.
8. Knowledge of natural and cultural resources.
9. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Sek-Wet-Se Corporation.
10. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
11. 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.

12. Knowledge of and experience with logging systems, forest plantation, seedling planting, vegetation management, and pre-commercial thinning.
13. Ability to work with mathematical concepts such as basic arithmetic and apply concepts such as fractions, percentages, ratios, and proportions.

MINIMUM QUALIFICATIONS

- A. Associate's Degree in Forestry or a related field of study and two (2) years of natural resources experience to include six (6) months of experience as a lead worker with responsibility for assigning work, coaching and evaluating the work of staff.

OR

Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

- B. Experience using GPS/GIS hardware in the field required.
- C. Proficiency in the use of computer applications such as word processing, spreadsheets, (Microsoft Office Suite, etc.) required.
- D. Must possess a current Red Card for wild land firefighting certification, or have the ability to obtain within 1 year of employment.
- E. Ability to follow direction and maintain safety at all times.
- F. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.

PREFERRED OR DESIRED QUALIFICATIONS

1. Working knowledge of land and forest management software applications such as FPS, ArcView, RoadENG, and Super ACE preferred.
2. Work experience with Indian Tribes, supervising Tribal crews and knowledge of Tribal government operations is strongly desired.
3. General knowledge of federal and state regulations and policies applicable to management of Indian trust lands and natural resources is desirable (i.e., those associated with the Environmental Protection Agency, Endangered Species Act, Oregon Forest Practices Act, National Indian Forest Resources Management Act, National Environmental Policy Act, Northwest Forest Plan, National Historic Preservation Act, etc.)
4. Pesticide Operators License desired.
5. Preference will be given to those individuals that qualify as low income pursuant to Treasury Regulations 1.45D-1(d)(9)(i). To qualify for preference qualified applicants must provide proof of low income status; i.e. income tax returns and supplemental questionnaire of the applicant and each family resident.
6. Indian preference will be observed in the hiring process. To receive Indian preference, certification of Native American heritage needs to be attached to the job application.

To Apply:

**Visit www.coquilletribe.org for a
Sek-wet-se Corporation employment application**

or

Contact HR at 541-756-0904.

Submit completed Sek-wet-se Corporation applications to:

Human Resources Director

Coquille Indian Tribe Administration Offices

3050 Tremont St. North Bend, OR 97459