



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 01/28/19
CLOSE: 02/19/19

EXEMPT__
NON-EXEMPT_X

POSITION DESCRIPTION

POSITION: FORESTER II

RESPONSIBLE TO: Forest Manager

SALARY:

GS-9 \$41,763 - \$54,303 Annual/Full Benefits
GS-10 \$46,590 - \$59,795 Annual/Full Benefits
GS-11 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

CLASSIFICATION: Management, Regular, Full-Time

LOCATION: The Klamath Tribes
501 Chiloquin Blvd.
Chiloquin, OR 97624

INTRODUCTION

The primary purpose of this position is to perform professional forestry work in support of the Forestry Program, with an emphasis on contract administration. The Forester II will work under the direction of the Forest Manager on issues relating to Forest Management, Natural Resources and Special Forest Use concerns of the Tribes.

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This position is located in the Natural Resource Department.

MAJOR DUTIES AND RESPONSIBILITIES

1. Develop and enforce provisions within timber sale contracts and other pre-sale and post-sale contracts. Ensure all information such as environmental assessment, forest products appraisal, and logging plan, and all other resource protection measures are established and observed.
2. Establish and coordinate operational planning and scheduling with partner organizations and contractors.
3. Perform contract compliance through routine harvest inspections and ensure all contractual obligations are met.
4. Assist in conducting pre-sale activities, including unit designation, acreage determination, mapping, etc.
5. Assist in designing and implementing timber cruises and mark timber.
6. Exercise the full range of supervisory duties for department staff and activities. Performs overall work planning, establishes work schedules and priorities, and assigns and reviews work. Personally discusses the progress of the work and problem areas as they arise. Recommends employee status and other personnel changes. Approves leave. Evaluates performance. Identifies training needed and ensures that training opportunities are provided. Resolves complaints or minor grievances, and advises employees on matters related to less than adequate performance. Keeps employees informed of management policies and goals.
7. Assist in conducting appraisals for a variety of timber products.
8. Assist the Forest Manager with developing the Forestry Program as assigned.
9. Assist the Forest Manager in implementing Stewardship projects with an emphasis in contract administration, including timber sales.
10. Maintain accurate and orderly records and files.
11. Provide reports and correspondence for the Forest Manager as required or requested.
12. Other duties as assigned.

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SUPERVISORY CONTROLS

Work is performed under the general direction of the Forest Manager. The Forest Manager makes assignments based on Tribal goals and current direction. Tasks performed may be specific to existing management direction or with regard to Tribal cultural and subsistence resource requirements. The employee plans and carries out the successive steps of work plans and assignments independently within existing policies, instructions, previous training, and professional experience. Major or new issues are referred to the supervisor who is available for advice and assistance in unprecedented or unusual situations. Incumbent must display a high degree of initiative in carrying out his or her duties.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the ecological requirements of Tribal subsistence resources and ability to quantify ecological threshold using appropriate tools, education and professional training.

Computer skills required to operate work processing software and spreadsheets, for data analysis. Geographic Information System software experience, important.

Ability to learn the boundaries of the former reservation and adjacent areas that impact Tribal resources.

Ability to understand and interpret the Klamath Forest Management Plan.

Knowledgeable with, or ability and desire to learn National Environmental Policy Act (NEPA) planning and process.

Knowledgeable with, or ability and desire to learn Stewardship contract and agreement processes.

Must have good public relations and interpersonal relationship skills. The incumbent will meet with a variety of individuals in a professional manner, using tact, diplomacy, mature judgment, while providing Tribal perspective.

Ability to perform work and accomplish tasks following specific procedures and in accordance with established policies, procedures, professional practices and scientific accuracy.

Ability to communicate with both written and oral skills. This requires above average knowledge of grammar.

Ability to supervise employees by assigning and reviewing work.

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Ability to work in inclement weather and rugged terrain.

Skill and ability to operate a vehicle in adverse weather (e.g. snowy conditions) and on rugged forest roads.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- BA/BS Degree in Forestry, **REQUIRED**. *(Copy of degree or transcripts must be submitted with application.)*
- Minimum one (1) year of field, training, academic or combination of experiences in traditional forest management activities, **REQUIRED**.
- Silvicultural experience is preferred.
- Minimum one (1) year of full range supervisory experience (may include crew leader or similar types of oversight of subordinates), **REQUIRED**.
- Experience with Stewardship contracts or agreements, and other traditional forestry related contracts such as timber sale contracts, pre-commercial thinning contract, reforestation contracts, etc., **REQUIRED**.
- Experience with NEPA planning and processes, preferred.
- Computer experience, **REQUIRED**. Emphasis will be in the use of Microsoft Word, Excel, and work in a networked environment. GIS experience preferred.
- GPS experience, **REQUIRED**.
- Must submit to and clear an alcohol/drug screen test and submit to random testing as per policy, **REQUIRED**. *(Employment will be contingent upon clearing the required alcohol/drug screening test.)*
- Must possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire and must submit driving record with application), have a good driving record and be insurable by the Klamath Tribes' vehicle insurance policy as a condition of employment, **REQUIRED**. *(Copy of valid DL must be submitted with application.)*
- Must submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resources any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**. *(Employment will be contingent upon clearing the required criminal records background check.)*

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- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal Staff are considered mandatory reporters, **REQUIRED**.

INDIAN PREFERENCE

- Indian Preference will apply. (*Must submit proof of Indian Preference with application.*)

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURES

Submit a Tribal *Application for Employment* with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

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