



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

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

OPEN: 05/10/19
CLOSE: 05/31/19

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: FORESTER I

RESPONSIBLE TO: Forest Manager

SALARY: GS-11 \$50,532 - \$65,682 Annual/Full Benefits
GS-12 \$65,560 - \$78,728 Annual/Full Benefits
GS-13 Full Benefits (Only for employees with 10+ years of Tribal service)

CLASSIFICATION: Professional-Management, Regular, Full-Time

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

POSITION OBJECTIVES

The primary purpose of this position is to perform professional forestry work in support of the Forestry Program. This position emphasizes field related activities and planning support to the Forest Manager. The Forester I 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. At least half of the incumbent's time is field oriented.

MAJOR DUTIES AND RESPONSIBILITIES

1. Lead all project pre-sale activities, including unit designation, acreage determination, mapping, etc.

2. Design and implement timber sale cruises.
3. Write silvicultural prescriptions.
4. Implement forest restoration projects and activities.
5. Prepare timber appraisals for a variety of timber products.
6. Assist the Forest Manager in implementing the Memorandum of Agreement (MOA) between the U.S. Forest Service and the Klamath Tribes, for all actions, projects or issues originating from the Fremont-Winema National Forest that may affect Tribal resources, rights or interests.
7. Participate in the NEPA planning process as assigned by the Forest Manager.
8. Monitor environmental impacts of forest restoration activities.
9. Provide direct supervision to department staff to ensure adherence to Tribal and department standards, deadlines, and procedures; correct errors or problems, as identified. Review records or reports pertaining to activities to monitor work activities and evaluate staff performance.
10. Prepare and issue work schedules, deadlines, and duty assignments for department staff.
11. Evaluate employees' job performance and conformance to regulations and recommend appropriate personnel actions. Discuss job performance with employees to identify causes and issues and work on resolving problems.
12. Make recommendations to management concerning such issues as staffing decisions or procedural changes.
13. Train forestry staff on the concepts and application of the Tribal forest management plan.
14. Develop and implement on-the-job training plans for subordinates and temporary employees.
15. Maintain accurate and orderly records and files.
16. Provide reports and correspondence for the Forest Manager as required or requested.
17. The incumbent will be called upon to accomplish other tasks within their scope of work.

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, 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.

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, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a Bachelor Degree in Forestry (*Must submit copy of diploma or transcripts with application.*)
- **REQUIRED** to have a minimum of one (1) year field, training, academic or combination of experiences in traditional forest management activities.
- **REQUIRED** to have a minimum of one (1) year supervisory experience (may include crew leader or similar types of oversight of subordinates).
- **REQUIRED** to have computer experience and working knowledge of computer software, and Microsoft Office products. Emphasis will be in the use of Microsoft Word, Excel, and work in a networked environment.
- **REQUIRED** to have GPS experience.
- **REQUIRED** to be physically able to work irregular hours in extreme weather conditions for extended periods of time.
- **REQUIRED** to be physically able to hike off trail for long distances while carrying equipment and performing manual labor; including bending, lifting, stretching and stooping.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.*)
- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.

- **REQUIRED** to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

Preferred Qualifications:

- Experience with Stewardship contracts and agreements, and other traditional forestry related contracts such as timber sale contracts, pre-commercial thinning contract, reforestation contracts, etc.
- Silvicultural prescription writing experience.
- Working in the National Environmental Policy Act (NEPA) planning process.
- GIS experience.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily 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 PROCEDURE

Submit The Klamath Tribes *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.

<p>EMPLOYEE ACKNOWLEDGEMENT:</p> <p>I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.</p> <p>_____</p> <p><i>Employee (printed name)</i></p> <p>_____</p> <p><i>Employee (signature)</i></p>
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