



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Forest Development Forester
SUPERVISOR: Tribal Forester Manager
LOCATION: Lac du Flambeau Forestry Department
POST DATE: March 14, 2018
CLOSING DATE: March 28, 2018

General Description: The Forest Development Forester/ Golden Eagle Farm Forman will be working on Forestry projects for approximately 8 months out of the year and 4 months of the year on the strawberry farm or agriculture related projects. This position is primarily outdoor work during all weather conditions. This position supervises the Tribes Forestry Aids, Administrative Assistant/berry seller, interns and any seasonal or contracted employees. The Forest Development Forester will act as the Forest Manager in charge when the Tribal Forester is absent.

Qualifications: Bachelors of Science Degree in Forest Management from an SAF (Society of American Foresters) accredited university required and a minimum of 1 year Forestry work experience. Must be at a minimum Wildland Firefighter 2 certified or be able to obtain within 1 year of employment. Must be able to pass the Wildland Firefighter arduous duty pack test. Must have a valid state driver's license and the ability to obtain within 1 year a WI Commercial A, B, C and D Driver's License. Experience operating Heavy Equipment including but not limited to dozers, skid steers and tractors. Experience in Agriculture/Farming a plus.

Salary: \$15.00-\$20.00 per hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Forest Development Forester

B. DEPARTMENT: Lac du Flambeau Forestry Department/Golden Eagle Farms

C. SUPERVISOR'S TITLE: Tribal Forester Manager

D. DESCRIPTION OF DUTIES: The Forest Development Forester/ Golden Eagle Farm Foreman will be working on Forestry projects for approximately 8 months out of the year and 4 months of the year on the strawberry farm or agriculture related projects. This position is primarily outdoor work during all weather conditions. This position supervises the Tribes Forestry Aids, Administrative Assistant/berry seller, interns and any seasonal or contracted employees. The Forest Development Forester will act as the Forest Manager in charge when the Tribal Forester is absent. Specific job duties include but are not limited to:

Forestry Duties:

Incumbent will be responsible for establishment and administration of Forest Development projects (45% of time) and timber sale establishment, administration and other duties (55% of time).

Incumbent must be a self-starter and capable of working in the woods under all weather conditions.

Specific Tasks:

- Conduct field examinations of Indian Lands to evaluate and recommend areas for forest development projects.
- Cruise timber, establish project boundaries, mark timber, and determine silvicultural prescriptions based on field data and management guides.
- Identify areas needing treatment including timber sale areas, timber stand improvement areas, scarification areas, prescribed burning, tree planting, or other treatments as needed.
- Develop and experiment with new methods of natural regeneration including prescribed burning in conjunction with scarifying, new scarifying strategies, aerial seeding and snowmobile seeding.
- Contact owners of Indian lands and the Tribal Council concerning proposed forestry projects.
- Prepare and administer fiscal year forest development projects based on collected field data.
- Prepare silvicultural prescriptions for forest development projects as per the forest development addendum to 25 CFR.
- Develop and maintain a 3-5 year forest development plan based on field verification.

- Maintain records on forest development projects completed and monitor success or failure of various treatments.
- Maintain financial cuff accounts, 638 contracts, and complete reporting as required.
- Assist in timber sale establishment and timber sale administration including marking, cruising, line establishment, product scaling, silvicultural determinations, and other projects as assigned.
- Provide technical supervision to forestry employees.
- Design and implement public relations projects including signage, tours, and school field trips.
- Prepare subcontracts to complete forest development projects. Inspect completed areas to insure contract compliance.
- Order supplies and materials as needed by the forestry department. Arrange for repairs for forestry equipment as needed.
- Assist with archaeological surveys and reviews as per training acquired. Identify areas, which may need archaeological studies.
- Assist with prescribed burns for various projects.
- Operate equipment for forestry projects as required including tribal bulldozer, tribal marshmaster, tractors, ATV's, snowmobile, light trucks and heavy trucks.
- Act as forest officer in charge in the absence of the head forester.
- Prepare reports of completed projects, which will include maps of project areas, accurately measured treatments, cost of treatments, and date completed.
- Complete monthly, quarterly and fiscal year project and financial reports as required.
- Attend meetings and training sessions as required.

Farm Duties:

The Lac du Flambeau Forestry Department is also in charge of the Tribes Golden Eagle Farms. The Farm is primarily a commercial pick your own strawberry operation, but blueberries, raspberries, vegetables and pumpkins also play a minor role. More recently the farm has expanded to include Christmas trees. Common duties will include but are not limited to shearing Christmas trees, preparing planting beds and fields for planting, installation of irrigation, planting transplants and seeds, tending the various beds and gardens through irrigating, lots of weeding, mowing, weed whacking, tilling, fertilization, mulching and assisting with the harvest of the produce.

Work on weekends and evenings will be required during the growing season on a rotating schedule. Operation of tractor plus implements, rototiller, trucks, hand tools, power tools and other machinery will be required.

Picking season duties: (From Approximately June 23rd until August 15th) The Golden eagle Farm Forman will be a primary point of contact for customers. Greeting, directing, collecting fees and making change.

Specific Tasks

- Assist with the management of the Tribe's berry farm: Including ordering supplies, determining varieties to plant, taking soil samples, calculating plant and or seed orders and any paper work necessary to accomplish the above tasks.

- Operate machinery to plant, spread soil amendments and apply herbicides as indicated to label specifications.
- Clean and maintain equipment such as oil changes and minor repairs needed to accomplish the task with the equipment.
- Maintain irrigation equipment, schedule irrigation, and irrigate (could include weekends, holidays and evenings).
- Assist with the marketing (selling of berries) and any other produce from the farm or products offered for sale at the farm. (Will include weekends, holidays, and evenings).
- Maintain the fencing around the fields.
- Weed the production fields by hand if need is indicated.
- Pick strawberries for sale as pre picked item are needed.
- Count cash from sales and make deposits by hand as needed.
- Other duties, as required by Supervisor.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Supervision received by Tribal Forester Manager

H. EDUCATION: Bachelors of Science Degree in Forest Management from an SAF (Society of American Foresters) accredited university required and a minimum of 1 year Forestry work experience. Must be at a minimum Wildland Firefighter 2 certified or be able to obtain within 1 year of employment. Must be able to pass the Wildland Firefighter arduous duty pack test. Must have a valid state driver's license and the ability to obtain within 1 year a WI Commercial A, B, C and D Driver's License.

I. EXPERIENCE: Experience operating Heavy Equipment including but not limited to dozers, skid steers and tractors. -Experience in Agriculture/Farming a plus.

J. SKILLS:

1. Must be proficient in Microsoft excel, word and office. Good typing skills, organizational skills and phone skills are required.
2. Must be able to organize daily and weekly work plans and to direct those plans to staff.
3. Must be personable and customer oriented and able to make correct change by hand under stressful conditions, (People waiting in line).
4. Must be responsible, prompt when reporting for work and have a good past working record.
5. Must be able to complete the duties assigned in a timely and workmanlike manner. Reporting of duties accomplished will be required.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work is performed outdoors, working in all weather conditions.
2. **Exposure to Hazards:** Exposure to dirt, dust, weather and insects
3. **Physical Requirements:** Must be in good physical health capable of walking long distances, weeding, cleaning, maintaining equipment, tending gardens and beds.

