

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Forester (Fuels)

SALARY: Pay Range: 8
\$36,846 to \$66,176.64 Annual
DOE/DOQ

DEPARTMENT: Department of Natural Resources: Range, Agriculture and Forestry Program

LOCATION: Position located at Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Non Exempt
This is a grant funded position and is contingent upon grant funding.

SUPERVISED BY: Supervisory Forester

OPENING DATE: October 16, 2019

CLOSING DATE: Open until filled with review of complete application packets on November 15, 2019

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Forestry program is responsible for the ecological enhancement, economic development and sustainable use of forest resources of allotted, Tribal trust and Tribal fee patent lands for the Confederated Tribes of the

Umatilla Indian Reservation. The Forester assists with development and implementation of activities and functions to carry out provisions of CTUIR missions and 25 CFR. The Forester develops, implements, and continues programs designed to secure optimum conservation and utilization of soil, water, and forestry resources to provide a reasonable income to Indian landowners consistent with other resource and cultural values. The CTUIR employs the best available science to forward our mission through participation in policy, administrative processes, public outreach and education. The position will be under the supervision of the Supervisory Forester. The Forestry Program is required to:

- 1) Integrate the protection, conservation, utilization, and enhancement of Tribal fee, trust and/or restricted Indian forestry lands with the desires of the beneficial owners;
- 2) Ensure that beneficial owners receive fair market value for forestry production; and
- 3) Accomplish 1 and 2 in conjunction with natural resource management objectives and cultural values of the Tribes.

DEPARTMENT AND PROGRAM BACKGROUND:

The CTUIR Department of Natural Resources (DNR) has adopted a mission statement based on protecting and enhancing culturally recognized foods (“First Foods”), including plant community components for which the Forestry Program is primarily responsible. The DNR Mission Statement is as follows:

To protect, restore, and enhance the First Foods - water, salmon, deer, cous, and huckleberry - for the perpetual cultural, economic, and sovereign benefit of the CTUIR. We will accomplish this utilizing traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resource policies and regulatory mechanisms.

In support of the DNR Mission, the Range, Agriculture and Forestry Program mission statement is as follows:

To protect, restore and enhance first foods through stewardship of range, agricultural and forested lands to provide cultural, ecological, economic and social benefits for the Confederated Tribes of the Umatilla Indian Reservation. In accomplishing this mission the Range, Agriculture and Forestry program encourages stakeholders to conserve, develop and use natural resources for long term sustainability.

Food plants of cultural importance to the CTUIR include many root-foods represented in the First Food order by cous (*Lomatium cous*) and fruiting plants represented by species such as huckleberry (*Vaccinium membranaceum*) and chokecherry (*Prunus virginiana*). Therefore, the management of forested lands must take into account ecological processes that protect and enhance these foods in addition to providing forage and habitat for upland wildlife species and forest stand development.

Foresters work to develop healthy forest environments by ensuring proper tree selection and stocking for the given environment of each stand, providing specifications for prescribed burning, and co-developing and implementing management actions for enhancement of big game and culturally sensitive food plants. The Forester shall develop forest treatment schemes using ecological principles to determine the effects of current and future impacts to Umatilla Indian Reservation forested lands. Coordination with the DNR Wildlife Program and other Range staff is critical.

The Forester will help inform on and implement activities that enhance the first foods of the Umatilla Indian Reservation and incorporate alternatives for forest land management as they pertain to the overall goals and

objectives of the CTUIR. Criteria for comparing and assessing management alternatives may include on and off-site environmental effects, cost/benefit analysis, and interrelated social and economic factors.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

MAJOR DUTIES

1. **Project Development:** (25%) Serves as staff specialist in developing, implementing, and overseeing fuels management projects including but not limited to: non-commercial thinning, pruning, slash treatments, grassland enhancement, and TSI (timber stand improvement) on the Umatilla Indian Reservation.
2. **Project Supervision:** (25%) Responsible for overseeing project operations and forest/range treatment activities on the Umatilla Indian Reservation to meet safety protocols, project specifications and program reporting requirements. This position may have supervisory responsibilities over seasonal forestry interns and/or seasonal technicians.
3. **Fuels Management Evaluation:** (5%) Conducts examinations of fuels treatments and evaluates the conditions found. Recommends actions to achieve goals and objectives of the CTUIR Forest Management Plan, as amended, and other future land use plans.
4. **Timber Sales:** (10%) Assists with post commercial timber sale inspections to insure compliance with the standards and guidelines in the CTUIR Forest Management Plan, Timber Sale Contracts, pre-commercial thinning contracts and all applicable rules and regulations that promote enhanced vegetation composition and structure. As time and funding allow staff member may participate in pre timber sale layout, marking and cruising.
5. **Environmental Compliance:** (5%) Assists in the preparation of Tribal permit applications, environmental analysis reports and biological evaluations necessary to comply with provisions of the National Environmental Policy Act, Endangered Species Act and CTUIR mandates and laws.
6. **Collateral Duty:** (5%) Provides support to staff of CTUIR programs as time and funding allow.
7. **Rx Fire Program:** (20%): Participation in an Interdisciplinary team that plans, permits and implements Rx Fire on the Umatilla Indian Reservation. Staff member must be arduous qualified as outlined in NWCG 310-1 for Rx Fire.
8. **Fire Suppression Program:** (5%) Maintains availability as a resource for suppression efforts during wildfire incidents that occur within the Umatilla Indian Reservation. May participate in interagency requests for suppression resources through participation in the Bureau of Indian Affairs Umatilla Agency Fire Program or any subsequent program that may be operated by the CTUIR under self-governance compact.

This position is estimated to be 30% in the office and 70% in the field applying fuels management activities.

Service Objectives

Responsibilities to Tribal Community

1. Responsive to community goals and Tribal treaty rights for natural resource protection and restoration for the purpose of maintaining an active Tribal culture.
2. Performs job in a professional and ethical manner.
3. Courteous and respectful to community members.

Supportive Work Environment

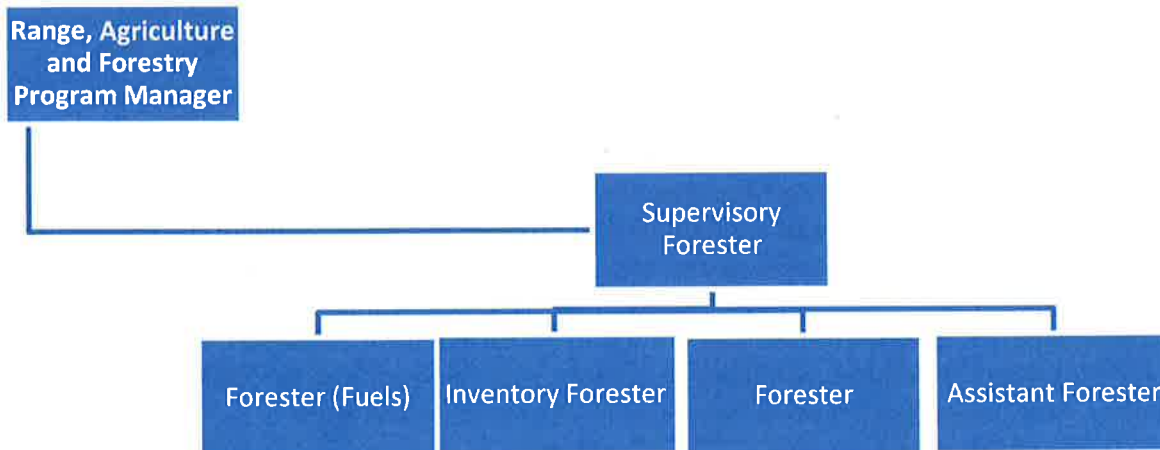
1. Support a positive work environment.
2. Communications.
 - a. Keep others informed of work issues and programs by maintaining quality communications.

- b. Work at the most direct and immediate level to resolve issues of conflicting personalities and needs.
3. Develop and maintain proactive working relationships with funding agency contract officer technical representatives.

Organization Improvement

1. Commitment to a philosophy of quality.
2. Display proactive view initiative and creativity to resolve problems, capitalize on opportunities in the job and assist co-workers when possible.
3. Cost-effective use of CTUIR’s resources.

Forestry chain of command:



SUPERVISORY AUTHORITY: May serve as crew boss for 1 to 4 person seasonal crews.

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS: Forester will be responsible for overseeing, creating and maintaining trust documents containing sensitive information covered by the Privacy Act 1974 as amended.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

REQUIRED MINIMUM QUALIFICATIONS

1. Bachelor of Science degree in Forestry, Range Management, Fire Science, or a related natural resource field including at least eighteen (18) semester hours course work in basic and applied forestry and/or range sciences including courses in such areas as forest and range plants, and vegetation sampling, inventory, measurement, and analysis techniques as applied to a variety of natural resources. At least eight (8) semester hours of directly related courses in the plant community dynamics, plant identification, revegetation methods, and timber stand improvement procedures sufficient to assist in development and prescribe proper vegetation treatments.

OR

Associates of Applied Science from an accredited college of Range/Forestry or Fire Science and three (3) years of professional level experience.

2. National Wildfire Coordinating Group qualification as an FFT1 and qualify as a Single Resource Boss

within twenty-four (24) months. Incumbent must qualify as a Prescribed Fire Burn Boss Type 3 within thirty-six (36) months of hire. Incumbent must provide a current red card or qualification summary from the Incident Qualification and Certification System.

3. Basic knowledge of environmental and cultural resource laws, regulations and policy in relation to trust responsibilities (i.e. National Environmental Policy Act, Clean Water Act, Pacific Northwest Electric Power and Conservation Act, National Historic Preservation Act, Archeological Resources Protection Act).
4. Willingness to gain knowledge of Confederated Tribes of the Umatilla Indian Reservation policies and administrative procedures relating to natural resource management and planning to coordinate examination of environmental consequences and development of action alternatives.
5. Basic knowledge of the coordination and review procedures required of federal agencies by the National Environmental Policy Act.
6. Demonstrated knowledge of Native American retained rights or resources as provided by treaty or recognized law.
7. Basic knowledge of the Geographic Information System (GIS) technologies and methods and their utility to database development for the purpose of natural resources enhancement and land use planning.
8. Technical comprehension of computerized mapping and database management technology sufficient to request, interpret and monitor computerized natural resource information and ensure viability.
9. Knowledge of aerial photography and photo interpretation techniques and procedures sufficient to design and plan forest resource surveys on the Umatilla Indian Reservation forest lands.
10. Ability to effectively and constructively communicate with other natural resource management disciplines both orally and in writing.
11. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
12. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
13. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
14. Must have general knowledge with computer processing equipment and software, including: Word, Excel, Power Point, Outlook and other Office Suite software plus ArcMap and mapping systems. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
15. Must have a valid driver's license and meet Tribal insurance requirements. Individual will be required to drive a Tribal GSA vehicle to perform job duties.
16. Must be able or willing to learn how to operate mechanical equipment include but not limited to off road vehicles (ATVs), chainsaws, farm tractors, etc.
17. Must be willing and able to achieve Arduous Rating for Wildland Fire Management according to NWCG PMS 310-1.
18. Demonstrated punctuality and self-motivation.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk for extended periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to work in the outdoors over rough terrain, and in inclement weather.
5. Ability to lift up to 50 pounds.

6. Ability to work extended hours above the normal business day.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

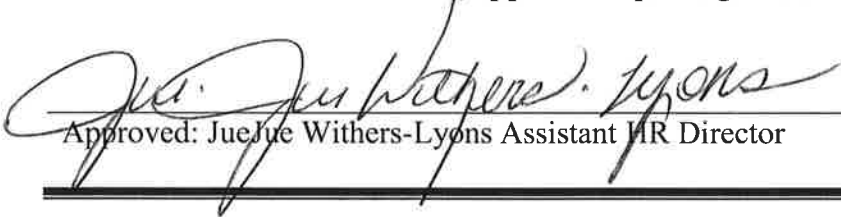
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.


Approved: JueJue Withers-Lyons Assistant HR Director

10.16.19
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date