



## MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Forestry Technician/Timber Sale Administrator (1 position)</b>		
<b>Department:</b>	<b>Resource Management &amp; Protection</b>		
<b>Employment Status:</b>	<b>Non-Exempt</b>	<b>Grade:</b>	<b>NE9</b>
<b>Opening Date:</b>	<b>November 19, 2021</b>	<b>Closing Date:</b>	<b>December 6, 2021</b>

### Job Summary

Administers timber sales on the Mescalero Apache Reservation using technical and administrative solutions to address timber contract requirements and conditions.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### Duties and Responsibilities

- Monitors and controls logging operations to ensure that logging contractors are complying with long-range goals for land management and resource protection.
- Inspects logging units for completion according to contract. Prepares written reports of timber sale inspections to ensure compliance with cutting guidelines, stand objectives and the timber contract.
- Conducts a job hazard analysis for timber sale operations to reduce potential hazards.
- Marks trees in logging units, utilizing marking guns with paint and/or flagging.
- Map logging areas cut using GPS units.
- Observes and enforces safety rules to ensure and maintain a safe work environment.
- Coordinates efforts with Timber Sale Foresters.
- Checks to ensure tools, personal protective equipment, vehicles and equipment are in proper working order; reports defects and broken parts found on equipment.
- Performs other duties as needed.

### Minimum Qualifications

- High School Diploma or GED preferred.
- Minimum of three years forest saw crew or similar natural resources experience required.
- Current knowledge of forestry and commercial logging practices.
- Must be in good physical condition.
- Knowledge of reservation lands is required.
- Must possess valid State driver's license and be able to meet Tribal insurance standards, since Timber Sale Administrator will be required to travel independently to various project areas, as well as attend meetings and training sessions
- Must be willing to work evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

*Tribal preference and Native American Indian preference shall apply to all positions.*

### Knowledge, Skills and Abilities

- Knowledge of occupational hazards and safety practices applicable to commercial logging.
- Knowledge of silvicultural principles and identification of forest insects and diseases.

- Minimum of one year forest crew or natural resources experience required.
- Lead or supervisory experience preferred.
- Knowledge of proper safety techniques.
- Skill in operating GPS units and related software programs.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to understand and follow oral and written instruction.
- Ability to accomplish tasks within strict deadlines.
- Ability to operate and maintain equipment.
- Ability to maintain confidentiality.

**Physical Demands**

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and smell. The employee must lift and/or move up to 50 pounds.

**Work Environment:**

Work is generally performed outdoors. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Standing and walking may be on uneven surfaces or unstable ground. Must be able to hike into project areas. Situations where 8-inch top work boots, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Travel within the reservation area is required.

**Please submit an Application for Employment to Myra Lapaz at the Human Resources Department, 575-464-9273.**