



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-3163 | Fax (360)466-5309

Job Description: Forestry Tech – Crew Supervisor

SALARY: DOE

Open Until Filled

POSITION SUMMARY

This position involves overseeing daily field projects of the forestry field crew and assisting the tribal forester conducted under the direction of the Swinomish Tribal Forestry Program. This job involves off-trail walking in dense forests, steep slopes and working in all weather conditions. This position involves the routine completion of paperwork and forms and may require report writing and research duties. This position has a teaching and mentorship component. Successful applicants are expected to be able to train field crew members standard, professional forestry techniques such as equipment operation, conducting relief treatments, data records paperwork, and safety of equipment use.

Job Duties:

- Assistance with leading field work and promoting a positive teamwork environment.
- Instructing and educating field crew of forestry practices and procedures.
- Tree survey, testing, and inventory projects.
- Completion of field forms and paperwork.
- Report writing and editing.
- Scheduling work crews and coordinating equipment rental and/or preparation.
- Written and verbal communication and positive teamwork.
- Adherence to safety rules and PPE requirement when in the field.

MINIMUM REQUIREMENTS AND QUALIFICATIONS

- A high school diploma or GED.
- Minimum 2 years field experience preferably in Washington State.
- Must be able to walk up to 2 miles per day and lift 50 pounds.
- Must possess a positive attitude, willingness to learn, and strong work ethic to help ensure project success.
- This position will involve working with cultural sites and confidentiality of such information is required.
- Fundamental knowledge of standard forestry techniques. Maintaining confidentiality of information related to timber sites and materials associated with tribal projects is required.
- Experience working with the Swinomish Indian Tribal Community preferred.
- Prior experience directing field projects is preferred.
- Prior completion of Washington State site inventory forms preferred.

- Experience with Trimble GPS unit software is also preferred.
- Must have a valid Washington State Driver's License.

WORK ENVIRONMENT AND TIME COMMITMENT

- Work schedule is 40 hours per week. This is a regular full-time position.
- Must be able to pass a drug screening.
- Work will require bending, lifting and carrying up to 50 pounds, walking over rough, overgrown and uneven terrain.
- Work performed primarily in an outdoor environment in all weather conditions.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

APPLICATION INSTRUCTIONS

- Download an Application at <http://www.swinomish-nsn.gov/resources/human-resources.aspx> or request an **Application Packet** by calling (360) 466-1216 or e-mail to aidwards@swinomish.nsn.us or grendon@swinomish.nsn.us.
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, "see resume on the application"**.
- **Return the application, along with the cover letter and resume to Gissela Rendon, Human Resources.**

- **Email to grendon@swinomish.nsn.us or mail to:**

**Swinomish Tribal Community
Human Resource Office
11404 Moorage Way
La Conner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.