



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Forest Development Forester/Farm Foreman/Fire Crew Lead
SUPERVISOR: Tribal Forester
LOCATION: Forestry Department/Golden Eagle Farm
POST DATE: March 20, 2023
CLOSING DATE: April 3, 2023

General Description: The primary responsibility of this position is to work with Forestry/Fire projects for approximately 8 months out of the year and 4 months out 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 Forestry Aides, Administrative Assistant/Berry Seller, Wildland Fire Crew, Interns, and any seasonal or contracted employees. This position is a full time permanent, Monday-Thursday 6am-4:30pm, 40 hours/week. Some occasional Friday's and 3-4 weekends during farming season or during prescribed burns may also be required.

Qualifications: High School Diploma or equivalent is required. Minimum of one-year forestry/woods/logging or farm work experience is required. Must have a valid WI Driver's license, liability insurance, be insurable, and the ability to obtain within 1 year a WI Commercial A,B,C, and D Driver's license. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

Salary: \$18.00-\$22.00/hr. depending on 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 on our 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/Farm Foreman/Fire Crew Lead

B. DEPARTMENT: Forestry Department

C. SUPERVISOR'S TITLE: Tribal Forester

D. DESCRIPTION OF DUTIES: The Forest Development Forester/Golden Eagle Farm Foreman will be working on Forestry/Fire 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 Forestry Aides, Administrative Assistant/Berry Seller, Wildland Fire Crew, 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. Incumbent will be responsible for establishment and administration of Forest Development/Fire projects (40% of the time), timber sale establishment, administration and other duties (30% of the time) and farm duties (30% of the time). Specific responsibilities include but are not limited to the following:

- Conduct field examinations of Tribal 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 guidelines.
- 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 ensure 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 marsh master, tractors, ATV's, snowmobile, light trucks, and heavy trucks.
- Act as a 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.
- Fire Projects: Include maintenance and creation of Powell Marsh dikes, culverts, fire breaks, beaver management and wind tunnels. In addition to silvicultural burns for wild blueberry, jack pine, and site preparation.

Farm Duties:

- The LDF Forestry Department is also in charge of the 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, 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 Foreman will be a primary point of contact for customers. Greeting, directing, collecting fees, and making change.
- 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 paperwork 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 assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Contact with co-workers, and visitors.
2. **External:** Frequent contact with loggers, vendors, and customers.

F. SUPERVISORY RESPONSIBILITIES: Forestry Aides, Administrative Assistant/Berry Seller, Wildland Fire Crew, Inters, and any seasonal or contracted employees.

G. SUPERVISION RECEIVED: Tribal Forester

H. EDUCATION: High School Diploma or equivalent is required. 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.

I. EXPERIENCE: Minimum of 1-year Forestry/Woods/Logging or Farm Work. 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.

J. SKILLS:

1. Must be in good physical health capable of walking long distances, weeding, cleaning, maintaining equipment, tending gardens, and beds and working in all weather conditions.
2. Must be proficient in Microsoft excel, word and office. Good typing skills, organizational skills, and phone skills are required.
3. Must be able to organize daily and weekly work plans and to direct those plans to staff.
4. Must be personable and customer oriented and able to make correct change by hand under stressful conditions.
5. Must be responsible, prompt when reporting for work, and have a good past working record.
6. Must be able to complete the duties assigned in a timely and workmanlike manner. Reporting of duties accomplished will be required.

7. Must be able to attend workshops, training sessions, etc. as determined by the supervisor and maybe overnight.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** .Outdoor work during all weather conditions.
2. **Exposure to Hazards:** May be exposed to elements from weather.
3. **Physical Requirements:** Must be in good physical health capable or walking long distances, weeding, cleaning, maintaining equipment, tending gardens and beds and working in all weather conditions.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Forest Development Forester/Farm Forman/Fire Crew Lead to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Manager **Date**

Previously signed

Tribal Administrator **Date**

Previously signed

Human Resources Director **Date**