

**SUQUAMISH TRIBE
JOB DESCRIPTION**

Title: Forestry Intern

Department: Natural Resources

Category of Employment: Contract Employee

Reports to: Forestry Program Manager

New Position (X)

Position Change ()

JOB SUMMARY:

The Forestry Intern assists the Forestry Program Manager, and gains the experience and education required for advancement to a Forester position at the Tribe. A minimum two-year forestry degree is required for this position which can be obtained during the course of employment.

CONTRACTUAL AGREEMENT:

This position is a contract position with the Suquamish Tribe. The initial contract will be for six (6) months and will consist of the initial trial period. Following the initial contract, a contractual agreement will be entered into during the time that the Contractor is in the process of obtaining a two-year forestry degree and for the subsequent two years that the Contractor is working as a Forester for the Tribe.

MAJOR RESPONSIBILITIES & DUTIES:

Assist the Forestry Program Manager and staff with activities that include, but are not limited to, the following:

- Develop harvest unit design, cruising, and layout;
- Locate and classify unstable slopes, streams, and wetlands in accordance with appropriate HCP or forest practices requirements utilizing field observations, LIDAR, and consultation with biologist and/or forest practices;
- Collect data for timber sale boundaries, timber cruising, streams, wetlands, leave trees, roads, and other features utilizing GPS;
- Maintain forest roads;
- Work with appropriate technical staff regarding streams, wetlands, wildlife habitat, unstable slopes, and cultural resources;
- Conduct silvicultural prescriptions directed by the Forest Management Plan including site preparation, tree planting, competing vegetation management, and plantation maintenance;
- Foster good working relations with Tribal community, federal and state agencies, and adjacent landowners;

- Complete necessary permitting and paperwork utilizing applicable software and knowledge of standards, rules and regulations to create a timber sale document packet that complies with all procedures, policies, and federal regulations;
- Update and implement the Tribe’s Forest Management Plan; and,
- Evaluate and monitor compliance of road building and timber harvesting contracts.

Attend a college or university to obtain a minimum two-year forestry degree. Initial classes for the degree must be started within nine (9) months of starting the position. Completion of the degree is required within four years of employment. The time period for attending initial classes and/or obtaining the degree may be extended if approved by the Forestry Program Manager.

SUPERVISORY RESPONSIBILITY:

None

QUALIFICATIONS:

Individuals must meet the following minimum qualifications:

- Suquamish Tribal member
- Possess a high school diploma or its recognized equivalent.

Ability to work occasional evenings and/or weekends is required

Valid Washington State Driver’s License

Federal, State, Tribal Background check required

Pre-Employment Drug Testing required

Random Drug Testing

COVID Vaccinations

Specific Knowledge, Skills and Abilities

Ability to: use a computer with Microsoft Office software programs and learn GPS/GIS mapping; effectively communicate information, both orally and in writing; work outdoors with staff or independently conducting field activities in a range of weather conditions; work indoors completing reports and other documents; adhere to strict confidentiality of all information and records; and, safely operate and maintain forestry-related power tools and vehicles.

INTERPERSONAL CONTACTS:

Maintain a good relationship with and be culturally sensitive to the Tribal community.

Manage and coordinate forestry staff in a safe and productive manner.

Maintain effective working relationships with governmental officials and agency representatives.

Have the strength and maturity to effectively and courteously address various degrees of communications from the public including criticism, questions, and operational-oriented ideas and concerns.

JOB CONDITIONS:

The principal job site shall be in the Administrative office at the Suquamish Tribal Center, Suquamish Village Square. The work environment is located in a general office setting, which would have appropriate lighting and heat, adequate ventilation and equipment necessary to the position. The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to hike and access remote parts of the Reservation including through rough terrain, to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, and reading. The employee must occasionally lift and/or move up to 50 pounds. Talking and hearing are essential to communicate. There are a number of deadlines associated with this position, and employee must be able to handle frequent interruptions.

DISCLAIMER:

This job description in no way implies that these are the only duties to be performed by the incumbent. At all times, employee will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times employees may also be required to perform higher level duties and may need to receive additional instruction and/or increased supervision to accomplish these higher level duties.

Employee Signature

Date

Director Signature

Date

Executive Director

Date