



FOREST MANAGER **JOB ANNOUNCEMENT**

Full Time, Permanent.

Location: Fond du Lac Resource Management Building,
Fond du Lac Reservation, Cloquet, MN.
Supervisor: Fond du Lac Resource Management Director
Salary: GS-11/GS-12 equivalent, DOQ
Closing date: Friday, September 28th, 2018, by end of business day.

GENERAL SUMMARY:

The Forest Manager is responsible for all aspects of the Fond du Lac Forestry Program. The primary focus of the position is to manage the on-reservation forest resources to meet the goals and objectives of the Fond Lac Band of Lake Superior Chippewa. Core responsibilities include personnel management, planning and budgeting, reporting and accounting, forest management planning, forest inventory, forest development, forest protection, fuels management, wildfire suppression, and fire prevention. This position will also serve to protect the Band's off-reservation Ceded Territory hunting, fishing, and gathering rights. The Fond du Lac Band owns 45,000 acres, of which approximately 75% is forested. The forestry program currently employs approximately 8 full-time staff and up to 4 seasonal staff, including a forester, forest technician, wildland fire operations specialist, crew supervisor, assistant crew supervisor, and crew members.

JOB RESPONSIBILITIES:

- Provides supervision to forestry staff. This includes daily work planning and delegation, monitoring work productivity and quality, completing annual performance reviews, approving leave time, maintaining adequate staffing, providing adequate training opportunities, and any disciplinary action necessary.
- Work with the Forester to prepare an annual harvest plan in accordance with an approved forest management plan or integrated resource management plan (IRMP).
- Prepare an annual budget and monitor spending to carry out the various functions within the Forest Management program.
- Prepare project proposals and apply for grants to carry out the projects while meeting the objectives of the IRMP, Resource Management Division and the Fond du Lac Band.
- Work with outside agencies/industry in the management of forest resources within the Reservation boundaries and the Ceded Territory. May represent the Fond du Lac Band on various on-reservation and ceded territory committees or as a representative

- in interagency policy and planning committees that deal with forestry or Treaty, hunting, fishing, gathering issues.
- Work with Wildfire Operations Specialist to ensure wildland fire, fuels management, and fire prevention objectives are met. Duties include:
 - Review fuels reduction and prescribed burn projects.
 - Develop fire management and prevention budget.
 - Review staffing plans.
 - Review staff qualifications records.
 - Assess training needs.
 - Ensure reporting is completed in a timely manner. Reports include fire reports, and annual accomplishment reports for suppression, fuels and fire prevention.
 - Review burn plans, WUI mechanical fuel plans, and prevention activities/calendar.
 - Ensure FDL maintains their “Firewise” community status.
 - Manage personnel assignment availability for on and off-unit fire assignments.
 - Ensure the objectives of the fire prevention plan are met, including but not limited to fire prevention events, fire prevention education, and review of the fire prevention plan.
 - Ensure billing is completed accurately and in a timely manner for reimbursable projects.
 - Forest Inventory
 - Assessments of individual forest stand conditions including tree measurements to estimate volume, insect and disease occurrence, native plant community, tree regeneration, etc.
 - Establish forest inventory standards and protocols.
 - Make sure GIS data and related databases are current and accurate.
 - Work with Forester and Forest Technicians to schedule and plan forest inventory activities. Reservation Forester completes 20% of annual inventory field work.
 - Forest Manager collaborates with the Forester to:
 - Analyze forest inventory to establish:
 - Annual allowable cut (AAC).
 - Timber harvest priorities / harvest planning.
 - Forest development planning.
 - Monitoring of forest conditions.
 - Complete forest inventory funding proposals.
 - Timber Sales

- Prepare an annual or multi-year timber harvest plan with assistance from the Forester.
- Assist the Forester with timber sale preparation and administration.
- Review timber sales prior to submittal to the Reservation Business Committee.
- Ensures that timber scale and stumpage receipts are properly accounted for the benefit of the landowner.
- Ensures the Forester submits the annual timber report to the Bureau of Indian Affairs in a timely manner.
- Forest Development
 - Identify project areas working with Forester and technicians.
 - Submits annual proposals to various funding sources.
 - Order materials/contracts etc.
 - Works with Forestry Crew Supervisor and Forester to carry out forest development projects and monitor progress.
 - Complete accomplishment reports to funding sources.
- Management Planning
 - Updates IRMP
 - Ceded territory gathering and forest management
- Forest protection
 - Work with Fond du Lac Law enforcement and Bureau of Indian Affairs (BIA) to investigate timber trespass on Fond du Lac lands in accordance with pertinent ordinances.
 - Work with insect and disease experts to control and prevent forest insect and disease outbreaks on Fond du Lac lands where practical. Submits project proposals where appropriate, carry out funded projects, complete accomplishment reports.
 - Works with Resource Management staff in controlling invasive species which may have a detrimental effect on forest resources.
- Enforce the Fond du Lac forestry safety program as outlined in the Fond du Lac Forestry Safety manual. Also, must apply Federal policies under the Occupational Safety and Health Act (OSHA).
 - Adhere to Federal and Tribal regulations, and be able to apply them to forest management projects.
- Responsible for keeping vehicles, equipment, tools and facilities in good condition and for the establishment of safe working habits.
- Appropriate work attire is required.
- Must attend all mandatory department trainings.
- Ensures confidentiality of financial records and all records for employees, Band members and/or clients.

- Displays a responsive and professional manner in promptly responding to all requests, complaints, and problems.
- Recognizes that each employee is a representative of the Fond du Lac Band of Lake Superior Chippewa and is responsible for demonstrating courtesy, respect, and sensitivity to the needs of all others, including visitors and co-workers.
- Represents the Fond du Lac Band of Lake Superior Chippewa and the department in a positive and professional manner in the community.
- Required to maintain proper attendance including reporting to work on time in accordance with applicable policies.
- Maintains a clean and organized work area.
- Due to changes and modifications in the job from time to time, employees are required to be flexible and assume other responsibilities assigned by management as deemed necessary.

JOB QUALIFICATIONS:

- Bachelor of Science Degree in Forestry, Forest Management, or a closely related field with at least 24 semester hours of forestry classes.
- A minimum of 5 years experience in forest management is preferred.
- Experience in planning, directing, coordinating and managing multiple projects including project planning, personnel management, cost analysis, budgeting and project implementation is required.
- Knowledge of Ojibwe treaty rights and the incorporation of Ojibwe perspective into forestry programmatic activities or projects is preferred.
- Knowledge of forest cover type mapping, acreage determination, and methods of site preparation and reforestation is required.
- Basic knowledge of forest economics is required.
- Knowledge and ability to measure tree products in the form of logs or cordwood within acceptable limits of accuracy, using established methods and standards, and taking into consideration all appropriate deductions for defect is required.
- Knowledge of Lake States silviculture is required.
- Knowledge of fire management and business practices is required.
- Knowledge of computer applications to include Microsoft Office products and ESRI ArcGIS products is required.
- Position requires on-call availability at times.
- Ability to communicate effectively orally and in writing is required.
- Ability to work independently and establish priorities is required.
- Attention to detail and accuracy is required.
- Ability to establish professional and harmonious working relationships on all projects and with all parties involved.

- Subject to drug and alcohol testing in accordance with the Fond du Lac Reservation's Personnel Policies.
- Subject to pre-employment and annual background checks.
- Travel is required.

PHYSICAL REQUIREMENTS:

- Ability to pass the physical fitness test (pack test) at the arduous level in order to be qualified for firefighting on Fond du Lac and with federal agencies
- Lifting and carrying of items weighting over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.
- Walking over uneven terrain, standing, running, bending, stooping, climbing, pushing and pulling for long periods of time.
- Moderate risks encountered in walking over rough terrain, and the loading, unloading and transportation of forestry equipment and machinery.
- Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material.
- Subject to inside and outside environmental conditions, including work in adverse weather conditions and work in a smoking environment.

NATIVE AMERICAN PREFERENCE

PLEASE INCLUDE COVER LETTER, RESUME, AND CREDENTIALS IN YOUR APPLICATION PACKAGE.

Applications may be found here: <http://www.fdlrez.com/hr/applications.htm>

*****Applications due on or before Friday, September 28th, 2018, by end of business day.*****

**Apply to: Fond du Lac Human Resources – Forest Manager
 1720 Big Lake Road
 Cloquet, MN 55720
 www.fdlrez.com
 (218) 878-2653**

Questions about this position or the area may be directed to:

Reginald DeFoe, Resource Management Director
Office: (218) 878 - 7100
Email: ReginaldDeFoe@FDLREZ.com

Christian Nelson, Forester
Office: (218) 878 – 7118
Email: ChristianNelson@FDLREZ.com

More information about Fond du Lac may be found here: www.fdlrez.com.com