

# Human Resources Department Pueblo of Santo Domingo



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## JOB ANNOUNCEMENT

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**POSITION TITLE:** Forestry Technician Supervisor

**SALARY RANGE:** \$14-\$16, DOE

**DEPARTMENT:** Natural Resource Dept.

**POSITION STATUS:** Non-Exempt, FT

**SUPERVISOR:** NRD Director

**JOB POSTING ID:** 42110-NRD

**Accepting applications: 10/4 – 10/15**

*Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

***Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.***

***COVID 19 Vaccination Required-Reasonable accommodation considered.***

### **BASIC PURPOSE:**

Incumbent in this position is responsible for supervision of the Forestry Crew while on project site within Santo Domingo Tribal Lands and other National Forest regions. The incumbent will be responsible for conducting field operations for all projects which include, Hazardous Fuels Reduction, Forest Management, Restoration enhancements and Habitat improvements, protecting and maintaining forests, ponds, rivers, mountains, and grasslands. The incumbent will perform oversight with projects of Hazardous Fuels Reduction and Forest Development for the removal of non-native & invasive species located within the Bosque, Riparian, and Galisteo areas of the Santo Domingo Pueblo. The incumbent is also responsible for reforestation efforts such as transplanting native vegetation including but not limited to- native tree seedlings, shrubbery, and grasses, as well as, managing forest protection activities and forest health improvements, including tree thinning.

### **ESSENTIAL FUNCTIONS:**

- Instructs, assigns, and reviews work completed daily of crew members. Maintains and keeps track of daily/weekly work log.
- Responsible for coordinating project activities with the NR Manager and Director.
- Provide weekly updates to the NR Manager and Director on the project, work completed and anticipated completion dates.
- Ensure forestry labor crew has all required and necessary tools and equipment, including proper PPE.
- Supervises the proper maintenance and inventory of tools and equipment used on project sites.
- Conduct daily safety meetings while on project sites. Ensures safety measures and personal protective equipment (PPE) is properly used.

- Responsible for disciplinary action of labor crew members while in the field with a report back to the NR Manager and Director. If disciplinary action requires a labor crew member to be sent home, supervisor will work with HR regarding any incidents in the field.
- Works in coordination with the NR Manager to select and mark trees for thinning or logging throughout assigned area.
- Build and maintain project boundary fencing as directed.
- Operates equipment in a safe manner and conducts field activities to achieve project objectives.
- Perform all work activities in accordance with the Santo Domingo Pueblo safety policies and procedures.
- Attend and satisfactorily complete required training as directed by the Supervisor or the Human Resources Department.
- Other duties as assigned.

### **REQUIRED COMPETENCIES**

- **Integrity / Honesty**

All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to property and proper behavior between staff and community. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Goal and Task Management**

Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress of project and team members with respect to personal performance.

- **Teamwork**

All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps supervisors informed and up to date about tasks, progress, or projects.

- **Flexibility**

Incumbent in this position must be able to accept rapid change in job assignments, schedules, or priorities.

- **Effort and Initiative**

Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent is required; plus, two years supervisory experience leading a forestry or land firefighting team. Experience with forestry and wild land firefighting is preferred.
- Must satisfactorily complete the Forest Worker's safety training, CPR, and first aid training annually.
- Must possess a valid driver's license and must be insurable through Santo Domingo Tribe liability plan.
- Must be able to satisfactorily pass a background check.
- Excellent physical condition: must be able to lift a minimum of 50 pounds on a regular basis and sustain prolonged periods of walking and standing.
- Able to work outdoors with inclement weather conditions. Able to "camp outdoors" at worksite for prolonged periods of time.
- Good chainsaw maintenance experience, red card for chainsaw operation is preferred, but not required.
- Knowledgeable of safety and general operating procedures for heavy equipment such as chippers, chainsaws, all-terrain vehicles, augers, backhoes, and four-wheel drive vehicles and other equipment required to complete the project.
- Extended working hours, including weekends, evenings and holidays may be required.

### **HOW TO APPLY:**

Please submit complete application:

- By email: SDTHumanResources@kewa-nsn.us

Subject line: **Full-time Forestry Technician Supervisor**

- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume