



SUSANVILLE INDIAN RANCHERIA
Natural Resources Department
745 Joaquin St.
Susanville, CA 96130

POSITION ANNOUNCEMENT

POSITION: Forestry Crew Assistant Supervisor
DATE OF ANNOUNCEMENT: May 6, 2016
CLOSING DATE: May 16, 2016
HOURS: 40 hours per week
SALARY: \$14.00 – \$16.00 per hour

GENERAL STATEMENT OF RESPONSIBILITY:

The Forestry Crew Assistant Supervisor will perform and assist in supervising a four to five person crew performing a variety of forestry project field work. Specific project work will include maintaining trails in forest wilderness areas, thinning and piling small diameter conifers, trimming and mowing vegetation, planting seeds and native species of trees, shrubs, and grasses. Work will require the use of a cross-cut saw, chainsaw, pole saw, weed eater, drip torch, log splitter, log chipper and related forestry equipment. Work will require transporting Forestry Technicians and Forestry Technician Trainees in a SIR vehicle to and from project locations and may require overnight camping in remote locations. Project work requires frequent lifting and carrying up to 50 pounds, bending, hiking, and walking over a rough and uneven terrain. Location of projects will expose technicians to adverse weather conditions including rain and snow that may make working conditions difficult.

SPECIFIC RESPONSIBILITY:

1. Assists in leading and supervising a four to five person Forestry Crew and trainee program.
2. Attends trainings, meetings, and conferences as needed.
3. Receives instructions and provides direction in order to achieve successful results with forestry projects.
4. Performs clerical duties as requested including preparing correspondence, timesheets, forms, reports, and filing.
5. Schedules vehicle maintenance (e.g. oil changes, tune-ups, tire rotation etc.)
6. Participates in and directs outdoor field work including wilderness trails maintenance, removal of trees tree pruning, piling, mowing and chipping; may assist with prescribed fire burning.

7. Constructs and maintains barbed wire fences.
8. Transport crew safely to and from projects.
9. Utilizes navigational tools including maps, compasses, GPS, etc.
10. Encourages and develops teamwork among the Forestry Technicians and Trainees.
11. Assists in resolving workplace disputes in a timely and fair manner.
12. Demonstrates and ensures correct and safe usage of tools & equipment.
13. Identifies safety hazards and leads tailgate safety sessions.
14. Contribute to the team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals, and standards.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

1. High School Diploma/equivalent.
2. Must have current CPR and Basic First Aid Certification or ability to be certified within 60 days).
3. Must pass pre-employment medical exam and drug screen.
4. Must have a current drivers license with no more than 5 MVR points and insurable as determined by the Susanville Indian Rancheria insurance provider.
5. Must be at least 21 years of age for insurance purposes.
6. Must have experience directing the activities of others working on forestry and trails projects.
7. Must have experience operating a cross-cut saw, chainsaw, pole saw, weed eater, drip torch, log chipper, ATV, and related equipment.
8. Must be able to lift and carry 50 lbs
9. Must be willing to commit to the duration of the Forestry Crew season.

Preference will be given to Native Americans (42CFR 36.221).