



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 04/05/2022

Closing Date: 04/22/2022

Position Title: Forester

Department: Natural Resources

Work Schedule: 40 hours per week

Wage Rate: Pay Range 62: \$36.08- \$46.18/HR./Paid Bi-Weekly/Non-Exempt

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's of Science Degree with specialization in Forest Management
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Forester

WORKSITE: Tule River Indian Reservation
Natural Resources Department

GENERAL POSITION DESCRIPTION

The Forester is responsible for preparing and administering timber harvesting projects in compliance with the Tribe's Forest Management Plan and Bureau of Indian Affairs (BIA) policies and standards. Supervises the Natural Resources Department logging program and explore markets for Tribal wood products. Complete and submit required timber reports to the Tribe and the BIA. Administer the Tribe's Continuous Forest Inventory (CFI) program and Forest Management Plan to ensure compliance with Tribal and BIA standards and guidelines. Independently plans, coordinates, and implements sustainable forestry practices and projects necessary to improve the health and protection of Tribal Forest Lands. This includes field projects in the areas of reforestation, tree improvement, precommercial thinning, and fuels management. Monitors forest insects and disease conditions and provide treatment recommendations as needed. Assists with administration of the Tribal Forestry Program, this includes grant writing, preparing reports to government agencies and attending forestry-related meetings. Aids Natural Resources Department with activities as directed.

DUTIES & RESPONSIBILITIES:

1. Manages the Tribe's timber management program and seasonal logging crew. Responsibilities include timber sale preparation and administration, development of silvicultural prescriptions, tree marking and cruising. Prepares timber harvesting documents in compliance with Bureau of Indian Affairs and Tribal policies.
2. Prepares and/or updates forest management plans specific to Tribal lands.
3. Plans and administers forest restoration and forest improvement activities.
4. Monitors forest pest conditions and incorporates measures to address insect and disease issues into field projects.
5. Prepares environmental documents for Tribal forestry projects in compliance with federal environmental laws.
6. Administers the Tribe's continuous forest inventory program (CFI).
7. Prepares proposals and grant applications to acquire funding for treatments such as fuels reduction, reforestation, hazard tree removal and precommercial thinning.
8. Develops forestry prescriptions and provides field training to implement treatments.
9. Participates in natural resources related meetings with cooperating agencies such as the Bureau of Indian Affairs, Forest Service, U.S. Fish & Wildlife Service and local agencies.

9. Prepare and submit reports to funding agencies as required in the absence of the Natural Resources Director.
11. Provide monthly and quarterly reports to the Tribal Council.
12. All other duties as requested.

QUALIFICATIONS:

1. Bachelor of Science degree in Forestry from a university forestry program accredited by the Society of American Foresters.
2. Minimum of three years experience working in the forest management field. Work experience and professional references should be detailed on Applicant's resume.
3. Must be familiar with the common conifer and hardwood vegetation types and species of the Sierra Nevada region.
4. Must have timber management experience, either in timber sale preparation and/or timber sale administration. The successful applicant will be required to pass the Bureau of Indian Affairs Pacific Region Certified Timber Sale exam within one year after start of employment.
5. Must show competency in technical writing, such as for management plans, grant proposals, environmental reports, and/or timber plans. Applicant may be required to submit a sample of such a report prior to hiring.
6. Must be a self-starter and be able to work independently and in a team environment.
7. Must be able to develop appropriate stand level prescriptions and communicate treatments in both written and oral form.
8. Must be in good physical condition and able to hike alone in mountainous terrain using maps, compass and/or GPS unit.
9. Must possess a valid CA Driver's License, be insurable through the Tribe, and able to operate a four-wheel drive vehicle on steep mountain roads.
10. Must successfully complete a pre-employment drug & alcohol screen and background check.

KNOWLEDGE, SKILLS & ABILITIES:

1. Familiarity with basic forest management concepts such as silviculture, inventory, planning, watershed management, wildlife and associated habitat, forest protection, and sustainable timber management.
2. Familiarity with federal environmental laws such as the National Environmental Policy Act, Endangered Species Act, National Historic Preservation Act, and Clean Water Act is desired.
3. Experience with developing and managing project budgets is desired.
4. Strong written and verbal communication skills.
5. Proficient computer skills, including Microsoft word, Excel, and Powerpoint.
6. Familiarity with GIS-based software is desired.
7. Ability to use field forestry equipment and read maps. Familiarity with using a GPS unit is desired. Applicant must be in good physical condition.
8. Experience supervising forestry field crews is desired.

WORKING CONDITIONS:

Position requires prolonged standing, walking, hiking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Requires good manual dexterity and multi-limb coordination movement. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue and to effectively jump, sprint and throw. Regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat, humidity, and exposure to mud, dirt, dust, saw dust. Must be able to lift to 50 pounds, and occasionally must be able to lift over 50 pounds. Acute hearing is required.

This position reports to:	Natural Resources Director
Supervises:	Seasonal Logging Crew and the Natural Resources Department in the absence of the Natural Resources Director
Salary:	Pay Range: 62 \$36.08/ Hr.-\$46.18 Paid Bi-Weekly/Exempt
Working Hours:	40+ Hours/Per Week
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTION 472 AND 473), VETERAN PREFERENCE.



TULE RIVER TRIBAL ADMINISTRATION

TULE RIVER INDIAN RESERVATION

EMPLOYMENT APPLICATION

APPLICATION MUST BE FILLED OUT COMPLETELY IN ORDER TO BE PROCESSED

Print Clearly and Legibly

Date: _____

Name: _____
Last
First
(MI)

Address: _____
(Number & Street, City, State, Zip)

Telephone Home: _____ Work: _____ Cell: _____

Email (Optional): _____

Employment Desired

Position applying for: _____ Department: _____ Salary desired: _____

Are you available for work on weekends? ☐ Yes ☐ No

Would you be available for overtime, if necessary? ☐ Yes ☐ No

If hired, on what day can you start work? / /

Education and Training (Use additional sheet(s) if necessary. Attach a copy of the certificate/diploma from each school.)

School	Name and Address	No. of years Completed	Did you Graduate?	Degree Or Diploma
High School	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Name _____			
	Address _____			
College/ University	City _____ State _____ Zip _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Name _____			
	Address _____			
Vocational/ Business	City _____ State _____ Zip _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Name _____			
	Address _____			
Other	City _____ State _____ Zip _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Name _____			
	City _____ State _____ Zip _____			

Our organization relies heavily on the use of computers. Regardless of the type of position for which you are applying, please indicate your level of competence by checking the appropriate box.		Expert	Competent	Some Experience	No Experience	Application Used
	Word Processing					
	Spreadsheet					
	Database					
	Email					
	Internet/Web					
	Graphics					

Education and Training

Clerical and Secretarial Applicants only:

Typing Speed: WPM

Experience:

All applicants please provide the following information and indicate the skills you possess **only** if they are a requirement of the position for which you are applying:

Driver's License Number: _____ State: _____ Class: _____

Valid ☐ Yes ☐ No

Suspended / Revoked ☐ Yes ☐ No

Restricted ☐ Yes ☐ No

(If Suspended/Revoked or Restricted, list date and reason)

Languages you speak, read, or write fluently in addition to English:

Are you licensed/certified for the job applied for if listed as requirement on job announcement? ☐ Yes ☐ No

If yes, describe:

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work for the Tule River Tribe? ☐ Yes ☐ No

If yes, please explain:

Personal Information

Have you ever applied to or worked for the Tule River Tribal Council Administration, which includes Eagle Mountain Casino (EMC), Tule River Tribe Gaming Commission (TRTGC), Eagle Feather Trading Post 1 or 2 (EFTP), or any other division/branch of the Tule River Tribal Council Administration before? ☐ Yes ☐ No
If yes, for which corporation and when?

Do you have friends or relatives working for the Tule River Tribal Council, EMC or EFTP? ☐ Yes ☐ No
If yes, state name, relationship and corporation:

Name _____ Relationship _____ Department _____

Name _____ Relationship _____ Department _____

(If more space is needed, please provide an additional sheet)

If hired, would you have a reliable means of transportation to and from work? ☐ Yes ☐ No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) ☐ Yes ☐ No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? ☐ Yes ☐ No

If no, describe the functions that cannot be performed:

Have you **ever** been convicted of a criminal offense? (Conviction for a criminal offense does not necessarily prevent you from being considered for employment.) ☐ Yes ☐ No

If yes, state the crime (by code section if known), when and where convicted, and disposition of the case:
(attach additional sheet if necessary)

Are you currently employed? ☐ Yes ☐ No

If so, may we contact your current employer? ☐ Yes ☐ No

Tribal Affiliation ☐ Yes ☐ No

If yes;

Name of Tribe: _____ Enrollment Number: _____

(Provide proof of Tribal Membership and/or Tribal Affiliation)

Employment History

List below all present and past employment starting with your most recent employer. Account for all periods of unemployment.

You must complete this section even if attaching a resume.

<i>Name of Employer</i>		<i>Dates of Employment:</i> _____ <i>From</i> _____ <i>To</i>	
<i>Type of Business/Department</i> _____ <i>(Position Held)</i>		<i>Your Supervisor's Name</i> _____ (_____)	
<i>Street Address</i> _____		<i>Telephone No.</i> _____	
<i>City</i> _____	<i>State</i> _____	<i>Monthly Pay:</i> _____ <i>Starting</i> _____ <i>Ending</i>	
<i>Your Duties</i> _____		<i>Your Reason for Leaving:</i> _____	
		<i>May we contact this employer for a reference?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Name of Employer</i>		<i>Dates of Employment:</i> _____ <i>From</i> _____ <i>To</i>	
<i>Type of Business/Department</i> _____ <i>(Position Held)</i>		<i>Your Supervisor's Name</i> _____ (_____)	
<i>Street Address</i> _____		<i>Telephone No.</i> _____	
<i>City</i> _____	<i>State</i> _____	<i>Monthly Pay:</i> _____ <i>Starting</i> _____ <i>Ending</i>	
<i>Your Duties</i> _____		<i>Your Reason for Leaving:</i> _____	
		<i>May we contact this employer for a reference?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Name of Employer</i>		<i>Dates of Employment:</i> _____ <i>From</i> _____ <i>To</i>	
<i>Type of Business /Department</i> _____ <i>(Position Held)</i>		<i>Your Supervisor's Name</i> _____ (_____)	
<i>Street Address</i> _____		<i>Telephone No.</i> _____	
<i>City</i> _____	<i>State</i> _____	<i>Monthly Pay:</i> _____ <i>Starting</i> _____ <i>Ending</i>	
<i>Your Duties</i> _____		<i>Your Reason for Leaving:</i> _____	
		<i>May we contact this employer for a reference?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Name of Employer</i>		<i>Dates of Employment:</i> _____ <i>From</i> _____ <i>To</i>	
<i>Type of Business/Department</i> _____ <i>(Position Held)</i>		<i>Your Supervisor's Name</i> _____ (_____)	
<i>Street Address</i> _____		<i>Telephone No.</i> _____	
<i>City</i> _____	<i>State</i> _____	<i>Monthly Pay:</i> _____ <i>Starting</i> _____ <i>Ending</i>	
<i>Your Duties</i> _____		<i>Your Reason for Leaving:</i> _____	
		<i>May we contact this employer for a reference?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed and/or approve the information in this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the Tule River Tribal Council Administration to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment. I further authorize the references I have listed to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Tule River Tribe, Tule River Tribal Council, Tule River Tribal Administration, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Tule River Tribe. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

Date

Applicant's Signature

Employment Data

To be completed by applicant:

Completion of this section is entirely voluntary and used for statistical data only. All information will remain confidential and will not affect your application for employment.

Name: _____ SS#: _____

Position Applied for: _____ Department: _____

Sex: ☐ Male ☐ Female

Race/Ethnicity: ☐ American Indian/Alaskan Native
☐ Asian/Pacific Islander
☐ African American
☐ Hispanic
☐ Caucasian
☐ Enrolled Tule River Tribal Member Enrollment #: _____
☐ Enrolled other Tribal Member Enrollment #: _____

Method of referral for employment at the Tule River Tribe:

<input type="checkbox"/> Tule River Tribal Employee	<input type="checkbox"/> Eagle Mountain Casino employee
<input type="checkbox"/> Newspaper advertisement	<input type="checkbox"/> Job Announcement
<input type="checkbox"/> Internet	<input type="checkbox"/> Employment Agency
<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Job Fair
<input type="checkbox"/> Other: _____	