



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2022-017
TRIBAL ADMINISTRATION
NATURAL REOURCES
FORESTRY CREW BOSS**

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|----------------------------|---------------------------|------------------------|-------------------|
| Position Title: | Forestry Crew Boss | Pay Level: | \$18.00 - \$25.00 |
| Position Open Date: | 12/16/2022 – Until Filled | Department: | Natural Resources |
| Position Status: | Full-Time | Classification: | Non-Exempt |
| Supervisor: | Forestry Supervisor | Location: | Natural Resources |

POSITION SUMMARY:

Responsible for supervision, assigning, directing and reviewing the work of a crew of forestry workers in forest, fuels and wildland fire management; performs forestry crew duties; serves as a wildland firefighter crewmember.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High School diploma or General Equivalency Diploma (GED); AND formal course work related to the work; AND four (4) years of experience as a forestry crew member.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Medical Examiner's certification & medical long form (fit for duty) under Wildland Fire

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical forestry setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in rough terrain and heights;

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strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to performance under adverse environmental conditions, intense noise and in life threatening situations.

ESSENTIAL FUNCTIONS:

- Provides lead direction, training and work review to a crew; organizes and assigns work, assist in administrative duties, sets priorities, and follows-up to ensure coordination and completion of assigned work
- Instructs assigned staff in work and safety procedures
- Cuts and fells trees in accordance with instructions in thinning and logging operations; cuts limbs; stacks slash and debris; shrubs and vegetation
- Performs inventory and preventive maintenance checks of saws, vehicles, ATVs and equipment used in operations
- Observes, inspects and monitors the status and progress of the work; reports hazards, issues, concerns and status of projects; maintains basic records of work performed; informs crew
- Collects data for forest and fuels inventory; identify plant, shrub and tree species; use of forestry dendrometers, optic and electronic devices
- Assists with and supports prescribed burns
- Performs wildland firefighting duties; responds to initial attack of wildland fires on the Tribal trust lands; assists in fire suppression duties as required
- Applies herbicide to undesired vegetation with consideration of ecological impacts and safety
- Performs and assists with forestry labor activities such as construction of erosion control barriers, reforestation, cone collection, fence repair and new construction
- Observes safe work methods and uses safety equipment
- Participates in trainings to comply with policies and regulations
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

- Forest and wildland fire suppression principles and practices
- Basic operations and maintenance of saw, hand and power tools, equipment and forest dendrometers
- Reading and interpreting standard plans, maps and instructions
- Tribal forests and its use
- Tree cutting techniques and practices
- Safe work methods and safety regulations pertaining to the work
- Computer applications related to the work
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Planning, directing and reviewing the work of a crew
- Instructing others in work procedures
- Cutting trees and other related vegetation
- Safely using and maintaining saws, hand and power tools and equipment related to the work
- Safely operating motor vehicles
- Reading and interpreting standard plans, maps and instructions
- Performing wildland fire suppression duties

- Understanding and following oral and written directions
- Safe work methods and safety regulations pertaining to the work
- Computer applications related to the work
- Preparing basic records and reports of work performed
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezpueblo.org