



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2022-018  
TRIBAL ADMINISTRATION  
NATURAL REOURCES  
FORESTRY CREW SUPERVISOR**

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<b>Position Title:</b>	Forestry Crew Supervisor	<b>Pay Level:</b>	\$22.00 - \$35.00
<b>Position Open Date:</b>	12/16/2022 – Until Filled	<b>Department:</b>	Natural Resources
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Exempt
<b>Supervisor:</b>	Tribal Forest Manager	<b>Location:</b>	Natural Resources

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**POSITION SUMMARY:**

Responsible for daily operations of the forestry program; supervises forestry staff, manages projects, assist with development of new programs and ensures effective communication between Pueblo Jemez leadership, department staff and external forestry partners.

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:**

Equivalent to a Bachelor's Degree, or higher, in Forestry, Natural Resources, or a closely relate field; AND at least two (2) years of experience in Natural Resources Management.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
Obtain "Red Card" for wildland fire response within one (1) year of date of employment  
CPR and first aid certification within six (6) months of date of employment  
Chainsaw certification  
State and Federal herbicide application certification within one (1) year of date of employment

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

Pueblo of Jemez – Human Resources Department  
PO BOX 100 Jemez Pueblo, New Mexico 87024  
Phone: (575) 834-6333  
Fax: (575) 834-0604  
E-mail: [humanresources@jemezpuablo.org](mailto:humanresources@jemezpuablo.org)

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 forest/wildland setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; 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.

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

**ESSENTIAL FUNCTIONS:**

- Supervises forestry field staff including Crew Bosses, Forestry Technicians, and Forestry Laborers; coordinates timing and seasonality of forestry projects in coordination with Tribal Forester and Director.
- Supervises Youth Crew(s); coordinates and develops crew work plan for crew projects with Natural Resources Dept. forestry and other department programs
- Compiles data pertaining to size, content, condition and other characteristics of forest strands and prepares for treatment; compiles current conditions/assessments of forests to include GIS/GPS tracking, mapping and layouts
- Inspects, monitors, and reports on associated forestry projects; provides recommendations for the improvement of safety, project processes, efficiencies, and schedules
- Serves as interim forestry crew boss as required; assists in meeting project specifications to include forestry project prescriptions; serves as technical specialist on interagency work groups and meetings
- Collects and analyzes data on forests and fuels inventory to include use of forestry dendrometers, identification of plants, shrubs and trees; performs tree marking as required
- Responds to and participates in wildland firefighting efforts, prevention; may assist with prescribed burning
- Coordinates annual wildland fire medical clearances, re-certification courses, and work capacity test for Forestry program, youth crew and NRD staff
- Assists with forestry projects associated with herbicide application for invasive species
- Assists with a variety of ancillary forestry activities such as constructing erosion control barriers, tree planting, cone collecting, repair and construction of fencing
- Coordinates reforestation activities with Tribal Partner(s) for seedling delivery, tree planting, and monitoring/data collection
- 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
- Executes manual chainsaw methods to safely cut and fall live and dead trees, shrubs and other vegetation to include hand slash pile construction
- Manages the development of grant proposals
- Assist with Forestry program budgeting and procurement
- Assist with developing regulatory approvals
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff, public and federal agencies

**REQUIRED KNOWLEDGE AND SKILLS:**

- GIS Hardware and software, ArcGIS Pro
- MS Word, Excel, Access, PowerPoint

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- Principles and practices of forestry management as they relate to ecosystem management principles
- Basic principles of forest pathology and entomology
- Timber cruise methods and timber appraisal
- Fire suppression methods and techniques including prevention, detection, and suppression
- Fire laws and other conservation laws and methods of enforcing them
- Timber harvesting and utilization
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Harvesting systems, mechanical, Sawmill operations
- Maintaining records and preparing reports and correspondence related to the work
- Use of Global Positioning System equipment
- Communicating effectively in oral and written forms
- Assisting with oversight of forestry management and/or forest fire protections activities
- Coordinating projects and programs
- Safe work methods and safety regulations pertaining to the work
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Use of power and hand tools associated with duties

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

**Send;**

**Pueblo of Jemez Job Application**

**Cover Letter**

**Professional Resume**

**To;**

**[humanresources@jemezpueblo.org](mailto: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](http://www.Jemezpueblo.org)**