



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-005
NATURAL RESOURCES
FORESTRY CREW SUPERVISOR

Position Title:	Forestry Crew Supervisor	Pay Level:	\$29.03-\$43.54
Position Open Date:	2/5/2025-Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Natural Resources
Supervisor:	Tribal Forest Manager		

POSITION SUMMARY:

Responsible for daily operations, majority of supervising forestry staff, manages and assists in projects, assist with development of new programs and ensures effective accomplishments, 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 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:

Bachelor's degree in forestry, Natural Resources, or a closely related field: AND at least two (2) years of experience in forestry, natural resources, and/or environment. At least two (2) years of supervisory experience.

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 date of employment.

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 enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in 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.

ESSENTIAL FUNCTIONS:

- Supervises forestry field staff, crews, including Crew Bosses, Forestry Technicians, and Forestry Laborers and contractors; coordinates timing and seasonality of forestry projects in coordination with Tribal Forest Manager and Director.
- Supervises Youth Crew(s); coordinates and develops crew work plan for crew projects with Natural Resources Dept. forestry and other tribal department, programs and external partners.
- Compiles data pertaining to size, content, condition and other characteristics of forest stand 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, meeting cutting prescription and scope of work.
- Serves as interim forestry crew boss or forest manager 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 forest stands 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 suppression, 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 associated herbicide application projects for invasive species control and monitor.
- Assists with a variety of on the ground 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, storage, 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.
- Conducts and performs annual performance appraisals for forestry staff.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with leadership, staff, public and federal agencies.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- GIS Hardware and software, ArcGIS Pro, Google Earth.
- MS Word, Excel, Access, PowerPoint.
- Principles and practices of forestry/fire management as they relate to ecosystems.
- 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.

Skill in:

- Maintaining records, preparing reports and correspondence related to the work.
- Use of Global Positioning System equipment and software.
- Communicating effectively in oral and written forms.
- Assisting with oversight of forestry/fire management activities.
- Coordinating special projects and programs.
- Identify and implement Safe work methods and safety regulations pertaining to the work.
- Contributing effectively to the accomplishment of teams overall 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

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024