



## SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way  
La Conner, Washington, 98257-0817  
Phone (360) 466.3163 | Fax (360) 466.5309

# JOB DESCRIPTION

## Tribal Forester

### POSITION: FULL TIME

**POSITION SUMMARY:** Under general supervision of the Swinomish Planning Director and direction from Tribal oversight committees, provide primary services for implementation of the Swinomish Forest Management Plan (FMP) and associated forest practices and activities on Tribally-owned and Swinomish Reservation trust lands for economic, conservation, cultural, recreational, and other purposes. Maintain working inventory of timber stands, timber appraisals and cruises. Develop and recommend proposed forest practices and harvest plans and implement approved practices and plans as directed. Implement objectives for conservation of wildlife habitat, cultural uses, and other beneficial uses. Prepare forester reports and associate documents as required for compliance with Tribal codes, permitting, and NEPA. Develop and recommend reforestation and associated forest development plans, and monitor timber stands for healthy growth and disease vectors.

### **DUTIES:**

- Primary responsibility for implementation of forest management activities and practices consistent with established FMP objectives.
- Works with Tribal GIS to prepare and maintain maps and data as pertinent to or required for ongoing forest management activities, collects and processes GPS data for forest inventory and management activities.
- Monitors timber stands for symptoms of insect and disease problems or infestation.
- Forest development work which involves forest inventory, regeneration surveys, tree planting, release work, and site preparation work.
- Performs stand reconnaissance and vegetation mapping, formulates harvest prescriptions based on tribal management objectives, site characteristics, timber stand composition and structure, forest health, and non-timber resources.
- Performs basic presale field duties, such as timber marking, cruising, and mapping. Field work includes timber cruising, boundary location, timber sale recon, timber and property line marking, scaling and contract monitoring. Ensures involvement of Tribal Historic Preservation Officer in presale cruise prior to harvest of timber.

- Prepares appropriate documents on proposed forest practices and harvest plans as required for compliance with applicable Tribal codes, permits, and NEPA, and maintains forest practices files.
- Develops prospectus, appraisal, contract and other documents as necessary for the preparation of timber sales for advertisement.
- Supervise work crew for vegetation management and other contractors as required.
- Office/administrative work includes securing Tribal Senate approval, mapping, appraisal and cruise data as required to report realty or timber sale volumes, developing silvicultural prescriptions, preparing contract documents, maintaining records, and preparing reports.
- Prepares annual update to the Five-Year Operating plan, including prioritizing and scheduling of proposed forest practices, activities, and follow up treatments.
- Assists in protecting tribal forest lands from invasive species, disease, and trespass and includes inspection, investigation, reporting and prevention.

### **QUALIFICATIONS:**

- Undergraduate degree in forestry, botany, natural resource management, or similar program; five years' experience in forest management, forest practices, forest development, or similar natural resources field. Satisfactory combination of equivalent experience and training may be acceptable, including graduation from program accredited by the Society of American Foresters, CFE credits in silviculture and/or forest ecology, and direct field experience greater than five years.
- Knowledge of applicable federal, state and tribal laws, codes, ordinances, regulations and policies relative to management of STIC forest resources.
- Knowledge of timber sale preparation and administrative procedures.
- Familiarity with local tree species and forestry practices.
- Ability to work effectively in a self-disciplined, ethical, and professional manner with limited supervision.
- Working knowledge of tribal sovereignty and jurisdictional issues strongly desired; experience working with or for tribal government a plus.
- Knowledge and teamwork skills to interact with technical professionals such as scientists, biologists, planners, and agency officials.
- Training and experience in PC use; operating systems, word processing, spreadsheets, database software and applications for forest management.
- Training and/or experience in GIS & GPS applications in forestry.
- Knowledge of use and maintenance of forestry equipment.
- Ability to communicate verbally and in writing.
- Must possess a valid Washington State Driver's License.
- Must be able to pass drug screening.

### **WORK ENVIRONMENT AND TIME COMMITMENT:**

- Work is performed at both the office and in the field.

- Work schedule is 40 hours per week.
- Work may require bending, lifting and carrying up to 50 pounds, operating mechanical equipment, and walking over rough and sometimes brushy terrain.
- Work performed in an environment which involves everyday risks or discomforts and sometimes adverse weather conditions.

This job description is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the Supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned.

Preference in hiring for this position shall be extended first to SITC tribal members; to spouses, parents and children of SITC tribal members; to members of other federal recognized tribes then to all others who also meet the minimum qualifications of the position.

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**APPLICATION INSTRUCTIONS:**

- Include a **cover letter** identifying why you feel you are qualified for the position.
- Include a **resume** with the cover letter.
- Include the completed Swinomish Tribal Community application form; **do not write, “See resume” on the application.**
- Return cover letter, resume, and application to Alethia Edwards, Human Resource Director

**Swinomish Tribal Community  
Personnel Office  
1104 Moorage Way  
LaConner, WA 98257**