

# Human Resources Department

## Pueblo of Santo Domingo



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### JOB ANNOUNCEMENT

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**POSITION TITLE: Forestry Crew Supervisor**

**SALARY RANGE: \$15-\$18, DOE**

**DEPARTMENT: Natural Resources**

**POSITION STATUS: FT, Non-Exempt**

**SUPERVISOR: Natural Resources Director**

**JOB POSTING ID: NRD-2351**

**Period to apply: 1.9.23-1.27.23**

*Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

#### **BASIC PURPOSE:**

Incumbent in this position is responsible for supervision of the forestry crew technicians while on projects located within Santo Domingo Tribal and ancestral lands in the Santa Fe National Forest as well as, working alongside technicians and other resource specialists to prevent wild land fires located near and on Santo Domingo Pueblo lands. At times will work in relative isolation, conducting fire line preparation, maintaining equipment and other tools for the project, monitor the effectiveness of the forestry labor crew, and assist the Jemez Forest District in their efforts of hazardous fuels reduction. The incumbent will also be responsible for conducting field operations for hazardous fuels reduction projects, protecting and maintaining forests, ponds, rivers, mountains, and grasslands and will also oversee other projects of Hazardous Fuels Reduction and Forest Development for the removal of invasive species located within the Bosque/Riparian/Galisteo areas of the Santo Domingo Pueblo.

#### **TYPICAL FUNCTIONS:**

- Instructs, assigns, and reviews work completed daily of crew members.
- Completion of the daily/weekly project log.
- Responsible for coordinating project activities with the NR Manager and Director.
- Provide weekly updates to the NR Manager and Director on the project, work completed and anticipated completion dates.
- Ensure forestry crew has all required and necessary tools and equipment, including proper PPE.
- Supervises the proper maintenance and inventory of tools and equipment used on project sites.
- Conduct daily safety meetings while on project sites.
- Responsible for disciplinary action of labor crew members while in the field with a report back to the NR Manager and Director. If disciplinary action requires a labor crew member to be sent home, supervisor will work with HR regarding any incidents in the field.
- Ensures all work on project site is completed accordingly to specifications/prescriptions as set forth by the Jemez Ranger District.
- While on project site, will be the point of contact for the Jemez Ranger District on behalf of the NRD.
- Works in coordination with the NR Manager to select and mark trees for thinning or logging throughout assigned area.
- Manage forest protection activities, including tree thinning to prevent wildland fires.
- Thin and space trees and control weeds and undergrowth, using manual tools and chemicals.

- Responsible for forest conservation efforts such as planting tree seedlings, shrubbery, and native grass seeding.
- Ensures safety measures and personal protective equipment (PPE) is properly used.
- Operates equipment in a safe manner and conducts field activities to achieve project objectives.
- Perform all work activities in accordance with the Santo Domingo Tribe safety policies and procedures.
- Build and maintain project boundary fencing as directed.
- Attend and satisfactorily complete required training as directed by the Supervisor or the Human Resources Department.
- Other duties as assigned.

## **REQUIRED COMPETENCIES**

- **Integrity / Honesty**

All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to property and proper behavior between staff and community. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Goal and Task Management**

Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress of project and team members with respect to personal performance.

- **Teamwork**

All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps supervisors informed and up-to-date about tasks, progress, or projects.

- **Flexibility**

Incumbent in this position must be able to accept rapid change in job assignments, schedules, or priorities.

- **Effort and Initiative**

Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent is required; plus, two years supervisory experience leading a forestry or land firefighting team. Experience with forestry and wild land firefighting is preferred.
- Must satisfactorily complete forest worker safety training, first aid training, and CPR training annually.
- Excellent physical condition and must be able to lift a minimum of 50 pounds on a regular basis and sustain prolonged walking and standing.
- Able to work outdoors in all kinds of weather conditions.
- Able to "camp outdoors" at worksite for prolonged periods of time.
- Knowledgeable of safety and general operating procedures for heavy equipment such as chippers, chainsaws, all-terrain vehicles, augers, backhoes, and four-wheel drive vehicles and other equipment required to complete the project.
- Extended working hours, including weekends, evenings and holidays may be required.
- Must possess a valid driver's license and must be insurable through Santo Domingo Pueblo's liability plan.
- Must be able to satisfactorily pass a background check.
- Covid-19 vaccination is required. Reasonable accommodation is considered.

## **HOW TO APPLY**

Please submit complete application packet.

- By email: HR@kewa-nsn.us
  - Subject line: **Forestry Crew Supervisor – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- Online: <https://santodomingopueblo.isolvedhire.com>
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume