

**APPLY IN PERSON AT:**  
Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

Phone: (920) 496-7900  
Fax: (920) 496-7490

**POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Forester  
**POSITION NUMBER:** 02937  
**DEPARTMENT:** Eco Services  
**LOCATION:** N7332 Water Circle Place Oneida, WI 54155  
**DIVISION:** Environmental Health Safety, Land & Agriculture  
**RESPONSIBLE TO:** Eco Services Manager  
**SALARY:** E05 \$45,961 Annually (NEGOTIABLE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** October 19, 2021  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** October 26, 2021  
**Proposed Start Date:** As Soon As Possible

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

**POSITION SUMMARY**

Develop and implement a Forestry Management Plan to ensure sustainability of Tribal forests and use of woodlands within for the Oneida Nation Reservation boundaries ensuring compliance with applicable laws, regulations, ordinances in keeping with the vision and philosophy of the Oneida Nation. Incumbent will seek additional funding through grants through external sources. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Develop and maintain a Forest Management Plan and any other plans as needed/required by the Bureau of Indian Affairs (BIA) and other federal agencies in order to participate in programs.
  - a. Project management/oversight: obtaining bids and proposals, negotiating contracts, and monitoring projects to ensure adherence to budget and time requirements and compliance with established policies, procedures, and regulations.
  - b. Administer budgets, includes tracking and monitoring program budgets, and obtain the appropriate approvals.
  - c. Seek additional funding and grant monies to continue and expand program services. -Work with Grants Office to seek out grants through various sources.
  - d. Issue wood cutting permits and tree removal as necessary.
  - e. Establish, implement, and communicate goals, objectives, policies, and procedures in accordance with Forest Management plan and SOP's.
2. Hazardous Tree program management, coordination and customer service including, but not limited to:
  - a. Provide prompt and excellent customer service to eligible tribal members for hazard tree program requests during intake, scheduling, inspection, and assessment.
  - b. Inspect and assess forestry resources to evaluate risk and define potential hazard and priority using established SOPs and methods. Evaluate methods annually to determine best practices and procedure updates.
  - c. Coordinate hazard tree contracting work including scheduling, billing, and on-site monitoring.
  - d. Responds to emergencies to inspect storm damage, develop work orders to clear debris and coordinate with appropriate staff and/or contractor.
  - e. Prepares and implements plans to abate, remedy, and mitigate affected resources.
3. Analyze data, mapping woodlands to determine future activities such as timber volume and selection for sustainable harvest.
4. Project management of Oneida Nation reforestation activities including request for proposals (RFP), contracts, management plans and oversight.

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### **DUTIES AND RESPONSIBILITIES: (Cont.)**

5. Represent the department and the Oneida Nation to external agencies, organizations, and individuals in all matters regarding Forestry initiatives, and establishes solid relationships with programs of common interests.
  - a. Develop and implement public information and education programs to promote conservation awareness and education.
  - b. Stay aware of new and emerging technologies.
  - c. Coordinate information and education programs regarding forestry to include promotional materials and educational specialist events.
  - d. Provide technical assistance both internally and externally as needed.
  - e. Investigate complaints regarding hazardous trees and enforce removal as necessary.
6. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
7. Adhere to all Oneida Nation Personnel Policies and Procedures, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
8. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
9. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk and sit; occasionally stand, lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in both office and outdoor settings. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur. Evening and/or weekend work may be required.
3. A 2 step Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

### **STANDARD QUALIFICATIONS:**

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies, and procedures.
3. Knowledge of the principles of environmental conservation and management as related to urban/rural forestry and trail resources.
4. Knowledge and use of accepted science and methodology used in effective forest planning, regeneration, and recreation.
5. Knowledge and skill with complex measuring, imaging, and computer tools used in the application of forestry, trails, and associated vegetation management practices.
6. Knowledge of industry accepted arboricultural practices to effectively establish, maintain, and protect individual trees and shrubs.
7. Knowledge of urban forestry and arboricultural principles and practices as applied to planting care and maintenance of trees.
8. Knowledge of tree species and ability to identify trees and shrubs in our area.
9. Knowledge and ability to diagnose tree and shrub diseases, infestations, corrective treatments and proper care procedures.
10. Skills in providing excellent customer service in a stressful situation.
11. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
12. Skill in preparing, reviewing, and analyzing operational and financial reports.
13. Skill in budget preparation and administration.
14. Ability to use standard hand and power tools and equipment in forestry activities.
15. Ability to communicate efficiently and effectively both verbally and in writing.
16. Ability to research and compile data relating to forest resources.
17. Ability to exercise independent judgment.
18. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
19. Ability to interpret applicable federal, state, county and local laws, regulations, requirements, ordinances, and legislation.
20. Ability to work extended hours, various work schedules and to travel occasionally.
21. Ability to work independently and meet strict timelines.
22. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
23. Must be willing and able to obtain additional education and training.

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### **STANDARD QUALIFICATIONS: (Cont.)**

24. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
25. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
26. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Experience writing, managing, and implementing grant projects.

### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Bachelor's Degree in Forest Management or related field.
2. Three (3) years work experience in forestry and conservation,
3. One (1) year experience in customer service; and/or an equivalent combination of education and experience may be considered.

### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree, or certification upon employment.**