FOREST INVENTORY TECHNICIAN
JOB ANNOUNCEMENT

Location: Fond du Lac Resource Management and Tribal Court Building
Fond du Lac Reservation, Cloquet, MN.
Duration: Full time
Supervisor: Fond du Lac Forester
Salary: GS-5/6 DOQ.
Closing Date: Tuesday, September 3rd, 2019

GENERAL SUMMARY:

The Fond du Lac Forestry Inventory Technician will assist the forestry division with forest inventory activities, regeneration and survival surveys, and mapping native plant communities on over 45,000 acres located within the Fond du Lac Reservation boundaries. This position will involve approximately 80% field-work and 20% office work. This is a full-time (40 hours/week) year-round position.

JOB RESPONSIBILITIES:

- Conduct forest stand exams to update forest inventory records, timber sales records, forest development projects, timber trespass reports, and for realty appraisals.
- Delineate and map native plant communities (using the MN DNR system) in the field and on Geographic Information Systems (GIS).
- Responsible for data entry into forest inventory database software, volume calculation software, and GIS updates using ArcMap software.
- Digitize and update stand boundaries, native plant community boundaries, trail layers and other GIS layers.
- Forest inventory, native plant community mapping, and data entry must be done accurately and in a timely manner.
- Responsible for keeping equipment assigned to the Forestry Technician in good operating order.
- Appropriate work attire is required.
- Must attend all mandatory department trainings.
- Ensures confidentiality of financial records and all records for employees, band members and/or clients.
• Displays a responsive and professional manner in promptly responding to all requests, complaints, and problems.

• Recognizes that each employee is a representative of the Fond du Lac Band of Lake Superior Chippewa and is responsible for demonstrating courtesy, respect, and sensitivity to the needs of all others, including visitors and co-workers.

• Represents the Fond du Lac Band of Lake Superior Chippewa and the department in a positive and professional manner in the community.

• Required to maintain proper attendance including reporting to work on time in accordance with applicable policies.

• Maintains a clean and organized work area.

• Due to changes and modifications in the job from time to time, employees are required to be flexible and assume other responsibilities assigned by management as deemed necessary.

**JOB QUALIFICATIONS:**

• AA/AS degree in forestry, natural resource management, botany, environmental science, or a closely related field is required.

• One year experience with ArcGIS software experience (version 9.x or higher) is required.

• GIS Certified or applicable GIS coursework is desired.

• Experience and/or education in the area of forest inventory including using equipment such as a compass, prism, GPS unit, diameter tape, increment borer, etc is required.

• Knowledge of computer applications including the Microsoft Office suite (MS Word, Access, Excel, and Outlook).

• Demonstrated ability to identify regional trees, shrubs, and plants in all growth stages, including the ability to identify trees and shrubs in leaf-on and leaf-off conditions is required. Ability can be demonstrated with the completion of related post secondary courses such as botany, dendrology or other related classes or by the completion of a plant identification proficiency test.

• Candidates will be responsible for providing their own clothing. Forest inventory equipment will be provided.

• Ability to communicate effectively orally and in writing is required.

• Ability to work independently and establish priorities is required.

• Attention to detail and accuracy is required.

• Ability to establish professional and harmonious working relationships on all projects and with all parties involved.

• Subject to drug and alcohol testing in accordance with the Fond du Lac Reservation’s
Personnel Policies.

- Subject to pre-employment and annual background checks.
- Travel is required.

**PHYSICAL REQUIREMENTS:**

- Ability to lift and carry up to 50 pounds is required.
- Walking over uneven terrain, standing, running, bending, stooping, climbing, pushing and pulling for long periods of time or for long distances.
- Moderate risks encountered in walking over rough terrain, and the loading, unloading and transportation of forestry equipment and machinery.
- Risks include snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material.
- Subject to inside and outside environmental conditions, including work in adverse weather conditions.

This position is eligible for benefits including vacation time, sick time, health care, and 401(k).

**Native American Preference**

**PLEASE INCLUDE COVER LETTER, RESUME, AND CREDENTIALS IN YOUR APPLICATION PACKAGE.**

Applications may be found here: [http://www.fdlrez.com/hr/applications.htm](http://www.fdlrez.com/hr/applications.htm)

***Applications due on or before Tuesday, September 3, 2019***

Apply to: Fond du Lac Human Resources – Forest Inventory Technician Position
1720 Big Lake Road
Cloquet, MN 55720
www.fdlrez.com
(218) 878-2653

Questions about this position or the area may be directed to:

Alex Mehne, FDL Forest Manager at: Christian Nelson, FDL Forester at:
Office: (218) 878 - 7105 Office (218) 878 – 7118
Email: AlexanderMehne@FDLREZ.com Email: ChristianNelson@FDLREZ.com

Information about Fond du Lac maybe found here: [www.fdlrez.com](http://www.fdlrez.com)