



Cow Creek Government Office

Position Description

Position Title: Forest Operation and Lands Manager

Department: Forestry Department

Reports To: Director of Forest Management

FLSA Designation: Non-Exempt

Date Written/Revised: 12/20/2017

Pay Grade: 16

POSITION PURPOSE:

Under the direct supervision of the Director of Forest Management, the Operation and Lands Manager will be responsible for the planning, administration, performance and analysis of technical forestry and forest engineering.

ESSENTIAL FUNCTIONS:

- **Surveying:** knowledge of subdividing section, capable of reading property deeds and easements. Capability of creating crossing plat maps and understanding of property line markings.
- **Road Engineering:** capabilities of laying in new roads with proper grades, cut and fill slopes, curve radiuses, water and draw crossings and culvert sizing.
- **Timber Cruising:** able to cruise using variable plots, fixed plots, strip, and tree count. Knowledge of when and how to use the different cruising methods.
- **Inventory Cruising:** Knowledge of individual tree measurement to obtain volumes, tree spacing and trees per acre. Capable of identifying species of: trees, shrubs, herbs and grasses. Ability to write stand prescriptions.
- **Harvest and unit designs:** Able to identify and prioritize units to be harvested, understand harvesting techniques, knowledge of cruise and inventory volumes. Understand stream classifications and buffer requirements required by Oregon Forest Practice
- **Marketing:** Thorough knowledge of the local timber markets, understand the timing of markets, for demand and pricing, knowledge of how Scribner board feet volumes were created and how to apply them to logs and trees. Thorough understanding of Pond values, Stumpage values, dollars per ton, and hauling cost. Ability to track log volumes and truck volumes to the different buyer's mills. Understands payment and payment schedule for each buyer.

- Logging Administrator: Capability to work with loggers, truck drivers, office staff, government officials, mill representatives, and log scalers. Able to ensure the job is done correctly in a challenging working environment (personal, weather, and terrain). Able to track log volumes and truck volumes to the different buyer's mills.
- Reforestation: Understand the different methods to eliminate competition of non-market plants with marketable plants Obtain seed source for the next crop of trees. Contract tree planters, tree thinners, and crews for herbicide spraying.
- Contracts: Ability to modify a contract to meet the needs of each timber sale and service contract and submit modified contracts to managers and lawyers for review.

The above statements reflect the general duties considered necessary to describe the principle functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

QUALIFICATIONS:

- Bachelor's Degree in Forest Engineering or Forestry with 10 years' experience in harvest unit layout, harvest systems, forest development, road engineering, layout and construction, timber cruising, silviculture treatments, and young stand management.
- Must have an understanding of project management principles and techniques as they relate to forest resources.
- Must have knowledge, understanding, and application of economic principles, harvesting costs, and regional log markets and pricing.
- Must have a working competence in computer applications utilizing software programs, word processing, database, and spreadsheet, forestry and engineering programs, forest growth modeling, forest inventory, GPS and GIS equipment, and software to be proficient in desktop publishing.
- Must work well with regulatory agencies and provide leadership in obtaining/securing permits for forest operations.
- Specific knowledge of federal and Tribal laws, regulations, policies and standards applicable to the management of natural resources under jurisdiction of the Cow Creek Tribe and general knowledge of the State of Oregon legal and regulatory framework governing management of natural resources.
- Knowledge of economic principles and marketing strategies for the commercial sale of forest products and other natural resources commodities.
- Specific knowledge of federal resource management plans and standards and guidelines for managing federal lands adjacent to the Tribe's Cow Creek Forest lands (specifically the Northwest Forest Plan).
- Must have valid Oregon driver's license.

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Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent – 34-66%. Occasional – 6-33%. Intermittent – 1-5%}

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1. **SITTING** – (Percent of time or hours per day? Surface? Foot Controls?) **Occasional**

 2. **STANDING** – (Percent of time or hours per day? Type of Surface? Duration at one time?) **Frequent**

 3. **WALKING** – (Percent of time or hours per day? Surface? Distance?) **Frequent**

 4. **POSITIONS** – (Can worker change positions frequently? Occasionally?) **Frequent**

 5. **LIFTING & CARRYING** – (Weight? Type of object(s)? Frequency? Distance?) **Occasional**

 6. **PUSHING/PULLING** – (Weight? Type of object(s)? Times per hour? Distance?) **Occasional**

 7. **REACHING/HANDLING** – (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Occasionally**

 8. **BENDING/SQUATTING** – (Frequency? From Waist? Knees? Duration?) **Frequent**

 9. **TWISTING** – (From what body part(s)? Frequency? How far? Work being done?) **Occasional**

 10. **CLIMBING** – (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Occasional**

 11. **CRAWLING** – (Surface? Frequency? Distance?) **Occasional**
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ENVIRONMENTAL FACTORS – (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

<input type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10lbs of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently
<input checked="" type="checkbox"/>	Medium Work	= Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 50lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

SUPERVISOR

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skill required to do this job successfully.