



Cow Creek Government Office

Log Scale Accountability Specialist

Job Code: 1921
Department: Forestry
Location: Roseburg, OR.
Minimum Wage: \$27.99

Date Written/Revised: 03/20/2024

POSITION PURPOSE:

The Log Scale Accountability Specialist plays a crucial role in the Tribe's forestry operations by overseeing the precise measurement and evaluation of logs sold or received by the Tribe. With a focus on maintaining the integrity of log scale data, this role ensures compliance with established policies and procedures while utilizing specialized knowledge in log scaling to optimize inventory management and streamline production processes. Additionally, the position extends support to various programs within the Tribe's forestry department, contributing to the overall effectiveness and success of the organization's forestry endeavors.

ESSENTIAL FUNCTIONS:

- Classify and categorize logs based on species, size, defects, and other specifications.
- Record and document log measurements, grades, and other relevant data accurately and promptly.
- Collaborate with log yard personnel, truck drivers, and other team members to coordinate log receiving and scaling operations.
- Communicate effectively with suppliers and internal stakeholders regarding log quality, grading, and inventory management.
- Identify and report any discrepancies or potential issues related to log quality or measurement accuracy.
- Assist in maintaining and calibrating scaling equipment for accuracy and reliability.
- Stay updated on industry standards, regulations, and best practices in log scaling.
- Provide guidance and support to team members on log scaling techniques and procedures.
- Process log sales, update data into log accounting systems, issue vouchers, and verify accuracy of transactions.
- Monitor log sales, trucking invoices, and accounts receivable.
- Input and distribute Perpetual Log Inventory daily and provide monthly reporting of Forest to Market and biweekly updates of Tract Statements.

- Assist in monthly processing of by-products.
- Provide general office support and perform additional duties as assigned by Timber Operations Manager.
- Cross-train to back up other office personnel and perform tasks such as Log Accounting, Production Reporting, Accounts Payable, or other general office tasks.
- Assist with input into the Trust Assets Accounting Management System (TAMMS).
- Other duties as assigned.

QUALIFICATIONS:

- Associate degree preferred.
- Two years of experience in log processing or accounting preferred.
- Proficiency in analyzing and interpreting data.
- Ability to manage multiple projects, meet deadlines, and exercise independent judgment with frequent interruptions.
- Proficient in data entry (50 WPM) and 10-key (5000 KPH) with excellent computer skills.
- Strong knowledge of Excel, databases, and MS Word.
- Strong attention to detail, accuracy, and ability to multitask under strict deadlines.
- Troubleshooting skills and strong communication abilities are essential.
- 5 years minimum experience as a Log Scaler.
- In-depth knowledge of log scaling techniques, scaling rules, and industry standards.
- Proficiency in using scaling tools and equipment such as log rules, scaling sticks, and calipers.
- Strong mathematical and analytical skills for accurate log volume and grade calculations.
- Excellent attention to detail and ability to maintain accuracy in log measurements and data recording.
- Effective communication skills for interaction with suppliers, team members, and stakeholders.
- Physical stamina to work outdoors and in log yards, often in varying weather conditions.
- Familiarity with computer systems and log scale software for data entry and record-keeping.
- Ability to work independently with minimal supervision while meeting productivity and quality targets.
- Must possess a current valid Driver's License.