

**YUOK TRIBE-JOB DESCRIPTION**  
**Planning Forester**

Job Title:	Planning Forester				
Job Grade	8/9	FLSA Status:	Non-Exempt	Location:	Klamath/Tulley Creek
Department:	Forestry		Division:	Natural Resources	
Reports To:	Forestry Director				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$24.88-\$35.53				

**POSITION SUMMARY:**

Under the direct supervision of the Forestry Director, the Planning Forester will be responsible for the reservation wide preparation, planning and coordination of all presale timber harvest and sale preparation documents. Preparation of timber harvest documents under the National Environmental Policy Act, California Forest Practices Act, integrating endangered species surveys, forest timber and carbon resource inventories, forest management, forest engineering projects, and forest development activities into the sales documentation. Development of Tribal trust and fee lands timber sale contract documents under the Federal NEPA process. Responsibilities may also include assisting in the preparation of forest and fire subsidiary funding and other grant proposals and other tasks as assigned. The Planning Forester will meet and coordinate with the Forest silviculturist and forestry staff as well as other Tribal departments as necessary.

**DUTIES AND RESPONSIBILITIES:**

1. Makes recommendations to Forestry Director regarding short and long-range management planning goals, after which Planning Forester is responsible for the inclusion of said goals into the Yurok Tribe's Forest Management Plan and corresponding documents.
2. Must stay current on laws, regulations, and policies and will inform staff of new developments.
3. Assures compliance with NEPA, CEQA, FPA, THPO, NOAA and USFWS regulations.
4. Insures, through intensive review, that all timber sale documents comply with all applicable laws and regulations.
5. Required to periodically field review current and future projects.
6. Responsible for managing all aspects of the stand-based inventory system.
7. Completes all aspects of timber sale documentation and administration.
8. Assures compliance with goals and policies of the Yurok Tribe's Forest Management Plan and the Tribe's Aquatic Habitat Conservation Plan (AHCP).
9. Responsible for overseeing log/check scaling including reports of timber cut and statements of completion.
10. Responsible for assisting in the sale administration duties including daily and /or monthly records of sale activities and weekly Quality Control Reports.
11. Assists in needs assessments in the realm of silviculture, forest development, forest health and other forest management areas.
12. Implement and follow through to completion timber sales and related projects (e.g. permits).

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13. Performs other forestry duties as needed.

**SUPERVISORY RESPONSIBILITIES:**

This position requires occasional supervisory responsibilities.

**MINIMUM QUALIFICATIONS:**

1. Bachelor of Science degree from an accredited college or university in a forestry related discipline and two or three years of experience in all phases of forestry applications. Progressively responsible work experience in a similar occupation may be substituted for the educational requirement (two years of full-time experience is equal to one year of college)
2. Experience with technical report writing- Environmental Assessments (EA's), Forest Officers Reports (FOR's), Soils Reports and Timber Appraisals.
3. Experience with various timber harvesting systems.
4. Experience in timber sale layout, design, and mapping.
5. Experience with uneven-aged management systems and marking trees to prescriptions.
6. Ability to communicate with others, both written and orally.
7. Ability to work with minimum supervision.
8. Able to withstand hard, physical labor on adverse slopes and in weather that can be extreme.

**DESIRED QUALIFICATIONS:**

1. Registered Professional Forester (RPF) license with the State of California a plus, but not necessary. Desire and ability to obtain a license within two years of hire expected.
2. Experience with applicable Federal rules and regulations mandating how Tribal natural resource management operations are conducted.
3. Knowledge of CA State Board of Forestry's Forest Practice Rules.
4. Working knowledge of computer hardware and software- ARCMAP, FVS, FPPS, Access databases.
5. Experience with fire, prescribed fire and the Federal fire management system.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening. May be subject to a comprehensive background check.
2. All applicants will acknowledge and follow all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. Must have a valid state issued driver's license (CA or OR) and be insurable on the Tribe's insurance policy.
5. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-

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one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form with ability to deal with problems involving several concrete variables in standardized situations and/or the ability to think “on the fly” using situational awareness.
7. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds, have stamina and sufficient physical ability and dexterity to accomplish fieldwork that includes strenuous exertion, inclement weather and long hours in the field.
8. VISION REQUIREMENTS:
  - Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date