BRISTOL BAY NATIVE ASSOCIATION
Position Description

POSITION TITLE: Field Supervisor; Forestry Program

OBJECTIVE: Supervise a variety of field work projects including forest inventory, vegetation mapping, hazard fuel reduction and other related Forestry Program projects.

QUALIFICATIONS: Job qualifications are stated below as Essential Job Results. Candidates must demonstrate their ability to accomplish these results. Strong written, verbal, analytical and interpersonal skills. Skills in computer geographic information systems (GIS) software, word-processing, GPS, Excel spreadsheets, Access databases, mapping abilities, and skills with digital media equipment are a plus. Ability to collect and analyze technical data. Ability to work in remote areas and have excellent communication in cross-cultural environments. Prefer similar experience including supervising a crew. Familiarity with Bristol Bay area, people and cultures.

Physical demands: Nature of duties requires abilities to: operate equipment and provide limited maintenance; withstand harsh environmental conditions, travel by small, aircraft, helicopter, ATV's and boats; work extended periods in field locations both in summer and winter; walk at least six miles per day in rugged terrain; lift and carry up to 50 pounds, sit, stand, walk, bend, stoop, stretch, and reach; visual and audio abilities.

ESSENTIAL JOB RESULTS

Accomplish Project Goals
by
1. Implementing plans and treatments for forest health concerns.
2. Determining the strategy and tactics for project completion.

Accomplish Supervisory Responsibilities
by
1. Communicating job expectations; scheduling and planning activities, and encouraging teamwork to solve and complete projects.
2. Participate in the recruitment process, and having direct supervision of field crew/laborers.
3. Directly supervising and training field laborers to complete projects in an efficient and timely manner.
4. Establishing safety protocols and making sure work is performed at all times with a high regard to safety.
5. Ensuring that all field workers attend safety training.
6. Reporting any injuries to supervisor and Human Resources as soon as possible.
7. Communicating job expectations and delegating responsibility.
8. Tracking employee time and submitting timesheets to Program Manager.
9. Keeping a schedule of regular project worker meetings or appropriate system of regular communications.

Travel in region
by
- Travel is not expected to be frequent if any. If travel becomes necessary, (including mileage reimbursement) it should be planned in accordance with BBNA's travel policies and procedures.

Keeps Management Informed
by:
- Keeping a daily activity log and e-mailing it to the Forestry Program Manager, Deputy Director, and Realty Officer.

Protect program integrity and client privacy
by

- Agreeing to BBNA's policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

Contribute to the overall team effort
by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

WAGE: $23.00/hr

REPORTS TO: Forestry Program Manager

DUTY STATION: Dillingham Central Office / Dillingham- Aleknagik area selected Native allotment properties.