



DEPARTMENT OF NATURAL RESOURCES

Forestry Program

MISSISSIPPI BAND OF CHOCTAW INDIANS

P.O. BOX 6010

CHOCTAW, MS 39350

PHONE (601) 656-7300 FAX: (601) 650-7454

JOB ANNOUNCEMENT #184181

JOB TITLE: Forestry Assistant
SALARY: Grade 7
SUPERVISOR: Forestry Staff
LOCATION: Forestry Building
TYPE OF EMPLOYMENT: Regular Full Time
OPEN DATE: JUNE 08, 2022 JUN 08 2022
CLOSING DATE: JUNE 22, 2022 OR UNTIL FILLED

SCOPE OF WORK:

The Forestry Assistant works with the Forestry Program in the management and protection of the MBCI forested properties and is assigned to perform connected with forestry management and operations.

RESPONSIBILITIES:

1. Assist for preparation of Timber Sales, tree regeneration, prescribed burning, and other silvicultural and MBCI property maintenance project
2. Assist to mark, apply treatments, and cut trees as appropriate, as directed by the Forestry Technician and/or Forester.
3. Operate Chain Saw to cut trees in a safe manner to not effect near structures.
4. Process, maintain, and deliver adequate inventory of firewood for funeral and tribal government functions.
5. Operate motorized forestry equipment.
6. Assist Woodsman with wild fire suppression and prescribed burns.
7. To clear undergrowth and clear hardwood timber as assigned.
8. Assist with silvicultural projects and operate forestry equipment.
9. Assist with reservation boundary marking and locating survey corners and establishing boundary lines on timber sale areas, including permit areas.
10. Cut and dispose of hazardous and infested timber.
11. Assist Woodman to collect and record data such as species of tree, measurement of heights and diameters and tree mortality; to clearly mark specified trees for cut or treatment, to scale logs; to mark or lay out boundaries in sale areas.
12. Assist other forestry personnel with timber inventory projects.

13. Identify marketable timber in accordance with well-defined marking guides and management policies, involving the thinning of crowded stands, individual tree selection, and cutting of over-mature or damaged trees.
14. To perform other duties as assigned by Forester staff.

PHYSICAL DEMANDS:

1. Traverse uneven, rugged terrain in inclement weather.
2. Lifting and/or moving heavy objects.
3. Working in outdoor environments that involves exposure to fire, smoke, fumes, and odors.
4. Working outdoors in various weather environments, especially during weather storms.

QUALIFICATIONS:

1. High School Diploma or equivalent. Some college work preferable.
2. Assist Woodsman in collection of field data and other information collection activities.
3. Preference will be considered with working computer skills for processing electronic spreadsheets, word processing software, and other applications for forestry use.
4. Ability to identify tree species, and to collect, compile, and record information.
5. Able to operate chainsaws, forestry and outdoor equipment.
6. Must be in good physical condition to adapt to various terrain and weather
7. Knowledgeable of county and Tribal roads in each community.
8. Able to work some extended days during peak project seasons.
9. Able to be on-call status for various weather conditions including ice and storm hazards..
10. Must possess a valid driver's license, liability insurance, and have dependable transportation.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the

one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians

Human Resources

P.O. Box 6033, Choctaw Branch

Choctaw, MS 39350