

**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking  
applicants for the following position:

**OPENING DATE: January 12, 2022**

**CLOSING DATE: January 25, 2022**

**FOREST MANAGER**

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**JOB STATUS:**

**Forest Manager**

**Career Field: Program Staff D**

**Pay Range: \$22.22 - \$33.93 per hr.**

**Classification: Full Time, Exempt**

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**LOCATION:**

**Penobscot Nation**

**NATURAL RESOURCES**

**27 Wabanaki Way**

**Indian Island, ME 04468**

**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:**

A degree in a natural resources management/forestry curriculum from a Society of American Foresters (SAF) accredited forestry school is required. At least three (3) years of related forestry experience is required. Direct experience in timber harvesting operations required. Must be a Maine Licensed Forester or must be able to become licensed within thirty (30) months of employment. Prior successful experience as a leader (i.e. manager/supervisor) in a similar environment preferred. Excellent interpersonal, verbal and written communication skills required. Self-direction, organization, motivation and attention to detail required. Working knowledge of MS Office and ESRI (or similar) products preferred. Ability to travel overnight and to Canada required. Maine driver's license or the ability to acquire one upon employment. Indian Preference will be adhered to in accordance with Penobscot Nation Personnel Policies and Procedures.

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**HOW TO APPLY:**

- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-applications>
  - Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

## **JOB DESCRIPTION**

**Job Title:** Forest Manager

**Department:** Natural Resources

**Reports To:** Director of Natural Resources

**Pay Range/Category:** \$22.22 - \$33.93 / D

**Status/Term:** Exempt, Full-time

### **JOB SUMMARY:**

The Forest Manager assumes primary responsibility for the Penobscot Nation's Forestry Operations, successfully managing Penobscot Nation's forestlands for the multiple objectives of timber production, conservation and recreation. The Forest Manager is responsible for monitoring environmental compliances, monitoring, and protecting the lands from insect and disease problems and timber trespass. The Forest Manager also coordinates and supervises the activity of assigned personnel.

### **ESSENTIAL DUTIES/RESPONSIBILITIES**

- Assumes primary responsibility for the planning, layout and supervision of all phases of timber harvesting operation on Penobscot Nation forest lands.
- Oversees departmental staff through conducting regular performance appraisals and in establishing appropriate action and developmental training plans using job descriptions and performance as a guide
- Establishes departmental priorities and assumes responsibility for ensuring that all staff members are correctly and consistently administering the department's policies and procedures.
- Investigates any reports of neglect of duty by subordinates, developing and administering corrective action as appropriate.
- Ensures compliance with all applicable local, state, federal and tribal rules, regulations and policies.
- Collaborates with the Forester(s) in developing annual operating plans, forest management plans, insect and disease control activities and forest development projects.
- Works with other tribal departments as well as state and federal agencies on joint projects on tribal forest lands.
- Assists with the completion of all reports on a timely basis as required.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- Performs other related tasks, as requested.

### **KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS**

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## **PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS**

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, climb, pull, use hands to finger, handle, or operate objects, controls, or equipment.

The employee must occasionally lift and/or move up to 50 pounds; consistent physical effort requiring good physical condition is required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed in both an indoor and outdoor setting; exposure to adverse weather conditions may occur. Flexibility in work schedule is required.

***Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures***

***External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request***