

JOB ANNOUNCEMENTS

POSITION: Forest Aide Crew Foreman
SALARY: \$7.50-\$8.50 hrly
LOCATION: Forestry Office, Hwy 18
LENGTH: 6 months

CLOSING DATE: March 13, 1992

RESPONSIBILITIES:

This position is as a foreman of a crew of three to five personnel. Work will consist of fire fighting, prescribed burning, fire trailing, roadside brush clearing, reforestation, and inventory data gathering.

DUTIES:

- Fire fighting (may be away from home up to 21 days).
- Work on prescribed burns (hand ignition, holding, and mop-up) with crew.
- Slashing of brush and hardwood trees using a power saw.
- Stream cleaning using hand tools and power saws.
- Construction of fire trail using hand tools and power saws.
- Hand application of herbicides using backpack sprayer.
- Gathering inventory data.
- Maintain fire equipment.
- Tubing, budcapping, and planting trees.
- Pruning trees.
- Other duties as assigned.

QUALIFICATIONS:

- High school diploma or GED.
- At least 18 years of age.
- Have a valid Oregon Drivers License and a good driving record.
- One year experience of supervising others.
- Two years experience using a chainsaw.
- Good physical condition; must be able to pass the fire fighting step test.
- Willing to work odd hours, late evenings, weekends, and holidays.
- Willing to travel, and be away from home for long periods.
- Current CPR/First-Aid card or able to obtain within 30 days of hire.
- Must have own leather work boots, and own rain gear preferred.
- Tribal/Indian preference applies.

Send application to :

Barbara Mercier
 Confederated Tribes of Grand Ronde
 9615 Grand Ronde Rd
 Grand Ronde, OR 97347

POSITION: Project Engineer/Manager
SALARY: \$32,000 TO \$45,000 DOE
REPORTS TO: Tribal Planner
LOCATION: Grand Ronde Tribal Offices, Grand Ronde, Oregon

CLOSING DATE: February 21, 1992

RESPONSIBILITIES:

Provide engineering assistance and advice to the Confederated Tribes of Grand Ronde, and other organizations involved with any development within the Grand Ronde Indian Reservation, and the surrounding community.

With the assistance of the Tribal Planning Department, oversee construction activities of the Confederated Tribes of Grand Ronde including, but not limited to, construction project planning, project implementation, construction cost monitoring, coordination, timely execution, and project evaluation.

DUTIES:

- Assist the Tribal Planning Department with the infrastructure and facility development of the tribal community.
- Assist the tribal staff with all development on the Grand Ronde Indian Reservation and the surrounding community as it pertains to the Tribe.
- Assist the Tribal Council and staff with the selection of Architectural and Engineering (A&E) firms and/or consultants who will assist the tribe throughout development.
- Oversee activities of selected A&E firms, and provide an open line of communication between A&E firms, the Grand Ronde Tribe, other governments, and other organizations involved with construction projects.
- Interpret and review construction documents and blue prints presented by selected A&E firms.
- Assist and advise Tribal Council and staff in determining the most feasible method of acquiring construction services.
- Oversee all field activities throughout construction, provide direction to, and assist the Tribal Planning Department with office administration of construction projects.
- Ensure quality control is maintained throughout construction projects.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelors Degree in Engineering, preferably Civil Engineering with an Engineering in Training (E.I.T.) certificate required; prefer a Professional Engineer (P.E.) license.
- Minimum of five years experience in project management and engineering.
- Work experience in on-site construction activities including design interpretations and field inspections.
- Knowledge of computer applications involved with engineering and construction including but not limited to AutoCadd, Wildsoft, DCA, and the ability to choose appropriate applications to suit the needs of the tribe.
- Knowledge of Indian Tribes required, with a minimum of one year working on Indian related projects preferred.
- Tribal/Indian preference applies.

Send resume to:

Barbara Mercier
 Confederated Tribes of Grand Ronde
 9615 Grand Ronde Rd
 Grand Ronde, OR 97347

POSITION: Temporary Forest Laborer; 4 positions
SALARY: \$7.00 hrly
LOCATION: Forestry Office, Hwy 18
STARTS: Mid February, weather permitting
LENGTH: 4 to 6 weeks
CLOSING DATE: February 10, 1992

RESPONSIBILITIES:

This person will assist in reforestation activities such as tubing, budcapping and planting trees.

QUALIFICATIONS:

- Be at least 18 years of age.
- Valid Oregon Driver's License and good driving record preferred.
- Be in good physical condition, be able to ascend and descend steep slopes, be willing to work in heavy brush and inclement weather.
- Must have leather work boots, and own rain gear preferred.
- Ability to work well with others.
- Tribal/Indian preference applies.

Send application to:

Barbara Mercier
 Confederated Tribes of Grand Ronde
 9615 Grand Ronde Rd
 Grand Ronde, OR 97347

POSITION: Facilities/Senior Services Coordinator
REPORTS TO: Program Operations Manager
SALARY: \$13,000 to 16,000 full-time
LOCATION: Grand Ronde, Oregon
CLOSING DATE: February 17, 1992

RESPONSIBILITIES:

Coordinates scheduling and monitors the use of the tribal community center. Works with tribal seniors to coordinate committee and social activities, and provides clerical support.

DUTIES:

- Schedule activities and maintain a calendar of events for tribal community center and submit tentative schedule copies to the newsletter for posting.
- Monitor community center activities to ensure the building is maintained in a safe and secure manner. Maintain inventory control of community center property.
- Plans and coordinates tribal senior activities with Elders Committee and Social Services Program.
- Provides clerical support to Elders Committee, including typing, word processing, mailings, meeting schedules, trips, and other office support activities.
- Manages scheduling of motor pool fleet and ensures travel reports are filed by users.
- Responsible for development and implementation of policies and procedures for use of community center and motor pool vehicles.

QUALIFICATIONS:

- Must have High School Diploma or GED.
- Must be able to type 30 wpm.
- Must have at least one year's work experience in receptionist and/or secretarial job or related area.
- Prefer prior work experience and/or training with computers and word processing software.
- Must have the ability to work with others in a professional and courteous manner under varying conditions.
- Prior work experience with senior helpful.
- Must have valid driver's license.
- Tribal/Indian preference applies.

Send application to:

Barbara Mercier
 Confederated Tribes of Grand Ronde
 9615 Grand Ronde Rd
 Grand Ronde, OR 97347

Hunters Safety Classes

To be held during Spring Break. Exact time and dates will be announced at a later date. Classes are sponsored by the Fish and Wildlife Committee. There must be a minimum of five students for class to be held. The deadline to register is March 6, 1992. For more information please contact Karen Lord at 879-5211 or leave your name and number with Tracy Hubbell at the same number.

