

# JOBS

**POSITION:** Seasonal Forest Technician

**SALARY:** \$8.00 hourly

**REPORTS TO:** Forester

**STARTS:** June 12, 1992

**LENGTH:** Approximately three months

**CLOSING DATE:** May 15, 1992

**RESPONSIBILITIES and DUTIES:**

- Assists Forestry Staff in a variety of program activities, primarily related to timber sale preparation.
- Assist with timber cruising for timber sales and salvage sales.
- Mark timber sale boundaries and assist with preparation of sale maps.
- Collect logging profile data and assist with data evaluation.
- Traversing and mapping timber sale boundaries.
- Assists with slash burning and mop-up.
- Other duties as assigned.

**QUALIFICATIONS:**

- Completion of Junior year curriculum in a four year Forest Engineering or Forest Management Bachelor's degree program from a recognized Forestry College or University or an Associates degree in Forest Technology and two years of applicable work experience.
- Ability to work well with others and follow instructions.
- Good physical condition.
- Must have a valid Oregon Driver's license and a good driving record.
- Tribal/Indian preference applies, if claiming please submit documentation.

**TITLE:** Summer Youth Leader (temporary)

**SALARY:** \$8.25 hourly for 12 weeks from 8:00 a.m. to 4:30 p.m.

**CLOSING DATE:** May 18, 1992

**DUTIES:**

- Supervision of a five person youth crew for the Forestry Department.
- Operating chainsaw and other power equipment in construction projects.
- Constructing hiking trails, foot bridges, fire trails, and brush cutting.
- Other duties as assigned.

**QUALIFICATIONS:**

- Must be 18 years of age or older.
- Experience with chainsaw and other power tools.
- Must possess a CPR/First Aid card or be able to obtain one immediately after hire.
- Must have valid Oregon driver's license and a good driving record.
- Knowledge of forestry preferred.
- Must have prior supervisory and youth work experience.
- Must be in good physical condition and able to use hand tools.
- Must be willing to submit to federal background check.
- Tribal/Indian Preference applies.

**EQUIPMENT NEEDED:**

This individual will be required to furnish their own adequate work boots. All other safety equipment will be furnished by the Forestry Department.

**POSITION:** Summer Youth Forestry Crew

**POSITIONS AVAILABLE:** Five

**SALARY:** \$5.00 hrly for six weeks

**REPORTS TO:** Summer Youth Leader

**HOURS:** 8:00 a.m. to 4:30 p.m.

**CLOSING DATE:** May 22, 1992

**DUTIES:**

- Trail building, brush cutting and other forestry related activities.
- Other tasks as assigned.
- Outdoors or woods experience preferred.

**QUALIFICATIONS:**

- Must be between 15-18 years old, and provide a Work Permit if under 18.
- Must be in good physical condition, ability to use hand tools and to work all day in rugged mountain terrain.
- Tribal/Indian preference applies.

**EQUIPMENT NEEDED:**

These individuals will be required to furnish their own adequate work boots. All other safety equipment will be furnished by the Forestry Department.

Please address applications and resumes to: Barbara Mercier, Confederated Tribes of Grand Ronde, 9615 Grand Ronde Rd, Grand Ronde, OR 97347. Specify job title.

**TITLE:** Education Administrative Assistant

**SALARY:** \$17,000 - \$23,000

**REPORTS TO:** Education Director

**CLOSING DATE:** May 15, 1992

**RESPONSIBILITIES:**

Perform administrative, technical and secretarial duties in support of the education branch. Complete tasks at all phases of a departmental function under general supervision, with work being reviewed on the basis of results attained. Carry out assignments through to completion with especially complicated tasks reviewed in detail. Serves as office manager.

**DUTIES:**

- Research and prepare information into narrative or report format for recruitment presentation of AVT and higher education materials.
- Provide and receive application information for AVT and higher education processing; composes necessary correspondence/reports for response.
- Research and recommend changes in policies and procedures affecting AVT and higher education program functions.
- Establish and maintain a variety of files, records and documents or tracking systems, establishes procedures where necessary.
- Establish interaction between tribe, students, and college/university, or training programs.
- Explain tribal/departmental policies, procedures and governing regulations to the public and educational/training institutions.
- Draft contracts/resolutions; monitors and maintains related files.
- Provide support in administrative and operational functions representing the interests of the education branch.
- Provide assistant supervisory functions of branch staff.

**QUALIFICATIONS:**

- Minimum qualification is an Associate's Degree in office administration/management or related educational field with four years experience; or six years related educational or management experience with two years supervisory experience of three employees or more. Prefer a Bachelor's degree in education or public administration and two years of progressively more responsibility in the areas of post secondary educational services.
- Familiarity with Financial Aid processing preferred.
- Valid Oregon Driver's License.
- Three references attesting to prior work experience required.
- Tribal/Indian Preference applies.

**POSITION:** Housekeeping Assistant

Permanent part time 20 hours weekly

**SALARY:** \$7.00 hourly

**REPORTS TO:** Housekeeper

**LOCATION:** Nanitch Sahallie Youth Residential Treatment Center Keizer, Ore.

**CLOSING DATE:** May 18, 1992

**RESPONSIBILITIES:**

This position will assist the Housekeeper in maintaining a clean facility at all times.

**DUTIES:**

- Wash windows, walls, and perform light maintenance duties as assigned.
- Dust and polish doors, cabinets and furniture.
- Clean restrooms and shower stalls.
- Clean/mop and wax floors and carpet using professional cleaning equipment and product.
- Other duties as assigned.

**QUALIFICATIONS:**

- Minimum one year experience in a motel, hospital or other residential-type care center.
- Must be able to climb a 10 ft. ladder.
- Must be able to lift 50 pounds.
- Knowledge of and the ability to use industrial cleaning chemicals in a safe manner.
- Demonstrate positive role model behavior to adolescent clients.
- Ability to maintain client confidentiality a must.
- Must be willing to submit to federal background check.
- Must be willing to work flexible hours.
- Ability to maintain cordial working relationship with staff and public.
- Tribal/Indian preference applies.