

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2023-101**

OPEN TO IN-HOUSE EXTERNAL APPLICANTS

POSITION: Crew Leader
OPENING DATE: April 11, 2024
CLOSING DATE: Open until Filled
DEPARTMENT: Environmental Natural Resources
SALARY RANGE: NE12; \$23.53 - \$35.29 Hourly

Position Summary:

Under the direct supervision of the Natural Resources Manager, provides support and leadership to the forestry crew. Oversees the safe performance of a variety of assignments that maintain and protect healthy forests. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Plans and conducts hazardous fuels removal projects including slashing, and pre-commercial thinning.
- Use GPS equipment to locate treatments sites and make boundary locations for treatment sites.
- Fells trees; trims; bucks-up fuel wood; hauls logs and slash to designated area.
- Stacks and prepares slash piles for controlled burns.
- Directs and trains crewmembers in the proper and safe use of chainsaws and other equipment; ensures crew's engagement and productivity.
- Directs and trains crew members in the proper and safe methods of carrying out duties.
- Ensures the observation of safety rules for a safe working environment.
- Directs crew in the regular maintenance and minor repair of equipment.
- Records field data including acres cut, work location, work done, GPS locations, and mapping.
- Coordinates and schedules the use of heavy equipment.
- Drives field truck and hauls trailer on narrow roads to transport crew members, tools, and equipment to worksite.
- Periodically reports on progress of projects; coordinates the submission of required reports.
- Researches vendors of personal protection supplies and equipment; requests quotes and completes appropriate purchase documents.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Obtains required certifications within specified time limits; maintains/enhances technical knowledge by attending relevant training and workshops.
- Performs other duties as required.

Minimum Qualifications:

One (1) year of forestry work experience, including supervisory responsibilities, required. One (1) year of experience in GPS equipment and Microsoft Office Program use required. BIA/Forest Service S-212 Class Certification preferred; obtains within six (6) months of hire. FEMA/ICS 100 and 200 Certifications preferred; obtains within six (6) months of hire. A combination of relevant education and related work experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Crew Leader is designated as a Low-Risk Public Trust (LRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of standard processes and procedures of hazardous fuel removal.
- Knowledge of tree planting and seedling care.
- Knowledge of data collection and processing of collected data.
- Knowledge of GPS processes and procedures.
- Knowledge of and skill in the safe operation of chainsaws and other potentially dangerous tools and equipment.
- Knowledge, skill, and ability to safely drive field vehicle with trailer over rough terrain.
- Knowledge of report writing.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to maintain a safe working environment.
- Ability to work independently and meet strict time lines.
- Ability to foster good working relationships with/among crew members
- Skill and ability in use of GPS equipment.
- Skill and ability to interpret/compare quotes for equipment and supplies.
- Skill in use of Word, Excel, Outlook, and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact HR, at (505) 552-5252 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES