



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Lands Specialist		<b>JOB CODE:</b> LANP
Government – Employee		<b>EEO:</b> 5
Non-Exempt	No Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

Division of Natural Resources (DNR) Lands Specialist position is for an individual who possesses sound understanding of environmental and natural resource driven practices and projects. This individual will work primarily in the field to preserve, restore, and enhance natural resources on tribal lands.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Responsible for completing various tasks on Tribal lands with natural resource values on a daily basis.
2. Understand basic principles and complete practices for natural resource protection and improvements on a daily basis.
3. Safely utilize a chainsaw to fell hazard trees including equipment operations used to perform land management practices as needed on a weekly basis.
4. Participate in chainsaw training for tribal employees, tribal members and federal agencies.
5. Maintain trails, firebreaks, Wildland Urban Interface (WUI) projects, access roads, fence construction or removal of for closure of access points to stop dumping, trespass and any other possible environmentally damaging issues.
6. Perform daily, monthly, and annual routine maintenance of DNR equipment: to include but not limited to chainsaws, weed trimmers, power and hand tools, mowers, tractors, UTVs, and implements.
7. Maintain detailed activity and maintenance logs, records and reports on a daily basis and complete a monthly report based on activity logs.
8. Lead tribally owned field projects, whether they are on trust and or fee simple lands. Including but not limited to: hazard tree removal and tree plantings, native prairie establishment and maintenance of grasslands, maintain firebreaks for controlled burns, (Natural Resources Conservation Service) NRCS practices, stream bank restoration, invasive species/noxious weed treatment and removals, and brush control on annual basis.
9. Actively assist in training events put on by DNR.
10. Other duties as assigned.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	Completes land management driven tasks as provided by supervisor



Financial Accountability	None
Customer Accountability	Interface with co-workers, visitors, and other departments.
Freedom to Act	Operate with significant independence, subject to general input from supervisors, subject to regular review by supervisor.

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. High School diploma or equivalent.
2. Two (2) years higher education in technically related field is preferred.

**ESSENTIAL:**

1. Possession of working vehicle, valid driver's license and proper insurance.
2. Possession of Commercial Driver's License CDL Class A with airbrake endorsement within six (6) months of initial employment and keep certification throughout duration of employment.
3. Must pass on an annual basis the Work Capacity Test (WCT – Pack Test) as a method for assessing an employee's fitness levels for fire qualifications in the positions covered by this recruitment notice. Employees are required to pass a WCT – Pack Test as a "condition of employment". NOTE: Arduous fitness (WCT – Pack Test) will consist of completing a three-mile hike, within 45 minutes, while carrying a 45 pound pack.
4. Possess and utilize a DATCP pesticide applicator certification (or ability to obtain it within 6 months of employment).
5. Chainsaw operation and safety certification (completion of S-212 course within 1-year of employment)

**EXPERIENCE:**

1. Experience performing field work with others including colleagues and volunteers in providing leadership as well as taking direction as necessary and appropriate as well as providing insight and instruction toward risk.
2. Experience working alone and self-directed as well as in collaboration with others toward a single or multiple simultaneous objectives to achieve program goals and objectives.
3. Experience in wildland fire fighting and prescribed use of fire as a resource management tool.
4. Must have experience with chainsaw operations and safety. Chainsaw training/certification preferred.
5. Must have experience with various agricultural/forestry machinery operations and proper maintenance.
6. Must have experience with loading, unloading, proper securement of materials and equipment. Also, must have experience with hauling heavy loads.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Must be knowledgeable with legal descriptions and GPS navigation.
2. Must be able to safely and properly operate both small engines such as chainsaws, weed trimmers, power and hand tools, mowers and large equipment such as tractors and its implements.
3. Ability to take direction, stay on task and work both as a team and independently.
4. Proficient in reading a property survey, legal description, and using a compass for orienteering and boundary line construction.
5. Proficient in identification of native and common non-native flora.



**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. Keep, use, and maintain program records for herbicide treatments.
3. OSHA, First aid and CPR compliant.
4. A willingness to participate in wildland fire operations.

**WORKING CONDITIONS**

1. Work in and outdoors.
2. Work during daylight and after hour shifts.
3. Occasionally work extended hours as deemed necessary by management.
4. Fieldwork requires working in ALL weather conditions.
5. Must be able to work within prescribed fire and wildland fire conditions (i.e.: heat, smoke, dust/ash).
6. Frequent walking sitting, standing, bending, lifting activities will be necessary.
7. Will be required to participate in training events either lectures or active demonstrations.
8. Must be able to work over ten (10) feet in the air.
9. See Physical Demands Worksheet for further details.