



Quinault Indian Nation – Division of Natural Resources

Taholah, WA

Forest Inventory Senior Supervisory Forester

The Quinault Indian Reservation (QIR), located on Washington State's scenic Olympic Peninsula, includes approximately 160k acres of timberland producing 47 million board feet annually. The Quinault Division of Natural Resources (QDNR) is seeking an experienced forest inventory specialist to oversee forest inventory and growth modeling.

Salary and Benefits

\$71,283 - \$85,540 annual salary, commensurate with qualifications and experience.

Benefit package includes full health, vision & dental insurance (no premium), 401k w/match.

QIN Employees enjoy a **32-hour work week** (M-Th, effective 10/6/25); 14 paid holidays; paid annual and sick leave, growing with tenure. Telework flexibility.

Primary Functions

- Manages all aspects of the forest inventory program; Ensures the overall quality and integrity of forest inventory and growth and yield data
- Provides and summarizes forest, stand, individual tree, and growth and yield data to QDNR and other programs as needed for decision making or planning purposes
- Supervises staff in duties related to data collection and stewardship
- Determines priorities and frequency of stands/parcels to be examined, and inventory methodology, as to facilitate Department objectives
- Integrates new data collection/processing methods and tools as they become available and determines how they can be used to assist with forest inventories in a practical manner
- Utilize or advises on the use of remote sensing, LiDAR, and drones for forest inventory and management objectives
- Prepares comprehensive and concise verbal and written reports, to assist senior management and the Business Committee
- Provides input to all forest management activities as a member of the QDNR Interdisciplinary Team

Qualifications

Minimum qualifications: Bachelor's Degree (BS) with major study in forest management, biometrics, or other related discipline, plus four (4) year of related professional experience, including at least one (1) year of supervisory experience.

Preferred qualifications: Proficiency with database management and industry applications for forest inventory such as Forest Projection System (FBRI); ArcPro (ESRI); Statistical and financial analyses of forest resources. The successful candidate must be able to pass a federal background check, and drug screening; hold or have the ability to obtain a valid Washington State driver's license and have and maintain the ability to be insured under QIN auto insurance. Candidates must have the ability to work outdoors in inclement weather and rugged terrain.

To apply, please visit <http://www.quinaultindiannation.com/jobs.htm> and complete a QIN job application. Send your application, cover letter, and resume by email to the QIN Human Resources Dept. at jobs@quinault.org. For further information regarding the details of this position, you may contact Rebecca Rollins, QDNR Forestry at rebecca.rollins@quinault.org.

See attached full Position Description.

POSITION DESCRIPTION

POSITION TITLE: Forest Inventory Senior Supervisory Forester
DIVISION QDNR
PROGRAM/DEPARTMENT: Forestry
SUPERVISOR: Section Manager – Silviculture and Planning
GRADE LEVEL: E3



JOB SUMMARY

Upholds the Forestry department's mission of managing and protecting all applicable Quinault Indian Nation (QIN) forestland and associated resources by managing the Forest Inventory Program and associated data. Promotes staff efforts to support the whole lifecycle of the forest.

ESSENTIAL FUNCTIONS

- Manage all aspects of the Forest Inventory program and collaborates with Harvest Program to implement the harvest schedule.
- Utilize or advises on the use of remote sensing, lidar, and drones for forest inventory and management objectives.
- Provides and summarizes forest, stand, individual tree inventory data and growth and yield data to QDNR and other programs and managers as needed for decision making or planning purposes.
- Supervises staff in duties related to data collection and maintenance.
- Acts as data steward for tree and stand layer data, individual tree inventory data, and other pertinent forest inventory and project data in GIS.
- Determines priorities and frequency of stands/parcels to be examined, and inventory methodology, as to facilitate Department objectives.
- Integrates new data collection/processing methods and tools as they become available and determines how they can be used to assist with forest inventories in a practical manner.
- Assists with land acquisition analyses and financial analyses.
- Ensures the overall quality and integrity of forest inventory and growth and yield data.
- Responsible for inventory depletion and reporting.
- Advises management and Business Committee on program needs and opportunities, reports on program accomplishments and needs on a regular basis.
- Manages and directs technical and support staff in the development and implementation of program functions to achieve stated goals and objectives.
- Improves staff effectiveness by interviewing, hiring, training, coaching, counseling, and recommending disciplinary action for employees; and by planning, delegating,

monitoring, and appraising job tasks and results in a timely manner.

- Participates in and hosts regular meetings to ensure communication between staff and program-related activities.
- Develops and implements policies and procedures relating to the effective inventory and tracking of forestry operations and ensures the accomplishment of these policies and procedures.
- Builds and maintains relationships with public and/or private entities, agencies, organizations, and the public on matters appropriate to the areas of responsibility; coordinates with other units of the Nation to achieve overall objectives, priorities, and timeliness.
- Ensures that program complies with Quinault and other governmental regulations, ordinances, laws, grants, policies, and other guidelines.
- Prepares comprehensive and concise verbal and written reports, to assist senior management and the Business Committee, for internal and external use.
- Establishes and maintains an effective system of communications within the organization and builds and fosters effective working relationships with others.
- Represents the Nation at national, state, and local meetings/conferences to promote and explain the Nation's objectives.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Provides guidance to and coordinates with other programs.
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

- Bachelor of Science degree with major study in forestry, forest biometrics, or related field.
- Four (4) years of experience in forest inventory with one (1) year experience as a project management lead and (1) year of progressively responsible supervisory experience.
- A combination of relevant education and related work experience with ability to demonstrate the knowledge, skills, and abilities outlined below, may be considered.
- Valid Washington State driver's license is required. Must qualify for QIN insurance.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Traditional forms of government and tribal customs and traditions.
- Applicable federal, state, tribal laws, regulations, and requirements.
- Policies, functions, and responsibilities of the Quinault Indian Nation.
- Principles and practices of administration, financial, and personnel management.
- Principles and practices of forest inventory database management, forestry management, and technology.
- Principles of forest biometrics and sampling methods.
- Planning, research, and forestry management procedures related to resource management.
- The methodology of forest inventory, growth & yield modeling, and forestland appraisal.
- Modern forest management trends.
- Sources of federal, state, local, and private funding for the Nation's programs.
- Forest measurement techniques, harvesting and silvicultural practices, understanding of cruising/sampling, GIS, GPS and mobile technologies.

Skills in:

- Providing leadership in the development and delivery of forestry programs.
- ArcPro; drone use and drone processing software (Agisoft).
- Statistical compilations and analysis with working knowledge of programming languages.
- Proficiency in MS Access.
- Office software and industry-related applications.
- Correct English usage, grammar, spelling, and punctuation.

Ability to:

- Define forestry research problems and determine extent and type of information needed.
- Obtain and maintain training in ESRI Editing Data, ArcPro, and Metadata and Forest Biometrics Research Institute Forest Projection System and other relevant programs.
- Establish and maintain adequate service levels and cost controls for department services.
- Prepare comprehensive and concise reports and plans.
- Communicate effectively in written and oral form.
- Speak persuasively before groups.
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Analyze situations and adopt appropriate courses of action.
- Make solid decisions and exercise independent judgment.
- Work in a fast-paced environment and meet deadlines.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; type, use hands; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, and hear. The employee occasionally is required to walk; stand; and lift up to 50 pounds. Specific vision abilities include clarity of vision at long distance and close vision.

Work Environment:

Work is generally performed in an office setting with occasional work outdoors. Employee may be exposed occasionally to excessive noise; inclement weather conditions; dust, fumes, airborne particles, and/or allergens; hazardous/moving equipment or machinery; hazardous materials; high risk / potentially dangerous situations; The use of protective clothing, equipment, devices, materials is necessary at times. Standing and walking may be on uneven surfaces, heavy brush, or unstable ground. Travel and evening and/or weekend work is occasionally required.