



Quinault Indian Nation – Division of Natural Resources

Taholah, WA

Forest Roads Manager

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 is seeking an experienced professional to oversee approximately 2,100 miles of QIR roads in support of forest management activities.

Salary and Benefits

\$78,412 - \$94,094 annual salary, commensurate with qualifications and experience.

Signing Bonus: **\$9,500.00**

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.

Primary Functions

- Acts as lead technical expert for development and maintenance of the QIR's forest roads network
- Prepares and administrates road use agreements for commercial hauling
- Sources and executes grant-funded road improvement projects
- Oversee the development and use of gravel pits utilized for road projects
- Provides technical review of department harvest proposals
- Communicates management objectives to Tribal officials and individual Indian Trust landowners
- Budgets and provides contract oversight to road maintenance projects
- Maintains strong business relationships with local industry, contractors, and other stakeholders
- 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, forest engineering, civil engineering or other related discipline, plus four (4) year of related professional experience.

Preferred qualifications: Previous experience with road layout and engineering, common road construction & maintenance practices and equipment, culvert/bridge sizing methodology, and GIS. Demonstrated experience in project management. 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 Eric North, QDNR Forest Manager at enorth@quinault.org.

See attached full Position Description.

POSITION DESCRIPTION

POSITION TITLE: Roads Manager
DIVISION QDNR
PROGRAM/DEPARTMENT: Forestry
SUPERVISOR: Section Manager - Harvest
GRADE LEVEL: E4



JOB SUMMARY

Supports the mission and objectives of the Quinault Indian Nation (QIN) by developing, coordinating, and implementing forest road maintenance programs. Directs operators and labor crews. Ensures the completion of road maintenance work in a safe and efficient manner. Reviews and maintains the forest road infrastructure and responds to complaints and concerns. Makes improvements and recommendations to correct issues.

ESSENTIAL FUNCTIONS

- Assigns and administrates contracts in the performance of forest road maintenance or development within the boundaries of the Quinault Indian Reservation (QIR).
- Negotiates, develops, or issues road use and maintenance agreements with external entities.
- Initiates and tracks payments related to road projects or usage agreements.
- Provides technical recommendations and cost assessments for road development proposals or operations associated with forest management projects
- Interprets or develops construction specifications, drawings and documents to provide direction to operators or advise department projects.
- Tracks and budgets available funding for road maintenance projects. Determines recommended monetary rates and collections to fund deferred road maintenance projects.
- Provides recommendations for road access or closures, including the use of gates or other barriers. Ensures that gated access is provided to the appropriate parties.
- Develops operational or reclamation plans for sand & gravel pits used for forest road projects. Initiates and ensures proper permitting for pit usage and sale of materials.
- Monitors QIR forest road conditions and directs or suspends usage with regard to risks to resources or public safety.
- Maintains annual log of work performed, costs, roads that have been improved/maintained, and areas that have been scheduled for work.
- Recognizes and enforces safety practices during all operations; conducts continual evaluation of operational procedures; develops and implements new practices and responsiveness to road needs.
- Hosts and participates in regular meetings to ensure strong communication amongst programs.
- 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.

- Prepares comprehensive and concise verbal and written reports when requested.
- Works with various agencies to submit grants, administer grants and submit reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Performs all duties with regard to the interests of the beneficial landowner(s) and sustained yield management of resources.
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in forestry, forest or civil engineering, or related field; and four (4) years of professional experience in forest management, forest engineering, forest operations or related area
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- A combination of relevant education and related work experience with ability to demonstrate the knowledge, skills, and abilities outlined below, may be considered.
- Valid driver's license is required.
- Must be able to successfully pass a background screening / investigation.

KNOWLEDGE, SKILLS, AND

Knowledge of:

- Traditional forms of government and tribal customs and traditions.
- Applicable federal, state, tribal laws, regulations, requirements, and safety standards.
- Bureau of Indian Affairs (BIA) policies, rules, regulations, and procedures.
- Policies, functions, and responsibilities of the Quinault Indian Nation.
- Principles and practices logging road design, construction, and maintenance.
- Principles and practices of forestry and natural resources.
- Common regional logging methods
- Methods and practices followed in road, drainage, and construction and repair materials, equipment, and procedures.
- Heavy and other related road construction equipment, construction sites, roadways/highways, and structures such as dams or levies.
- Efficient methods and procedures for scheduling and accomplishing road maintenance services.

Skill in:

- Reading and implementing engineering drawings and plans.
- Training, developing, and evaluating assigned staff.
- Tracking and maintaining files and records.

- Budget development and administration, financial planning, and cost control.
- Office software and industry-related applications.
- Correct English usage, grammar, spelling, and punctuation.

Ability to:

- Define road needs or problems and determine extent and type of information needed.
- Serve as technical advisor to management.
- Prepare comprehensive and concise reports and plans.
- Work with agencies for grant funding.
- Work in a respectful cooperative manner with the ID Team
- Maintain confidentiality of privileged or sensitive information.
- Communicate effectively in written and oral form.
- 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.
- Navigate independently in a forested setting

PHYSICAL DEMANDS & WORK ENVIRONMENT

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; reach with hands or arms; climb or balance; and talk or hear. The employee occasionally is required to sit; stoop, kneel, crouch, or crawl; and lift up to 50 pounds. Incumbent may be required to lift up to 100 pounds occasionally. Specific vision abilities include close vision and clarity of vision at long distances.

Work Environment:

Work is performed outdoors and in an office setting. The amount of work outdoors is dependent on season, projects, timber sale needs, ID Team needs and emergency situations. Indoor office work can be just as much as outdoor project work, with grant and budget administration, reporting, filing and ID team participation. There is regular exposure to hazardous materials; high risk / potentially dangerous situations; excessive noise; natural weather conditions; dust, fumes, airborne particles, and/or allergens; and hazardous/moving equipment or machinery. The use of protective clothing, equipment, devices, materials is often necessary. Standing and walking may be on uneven surfaces or unstable ground. Overnight travel and evening and/or weekend work is occasionally required.