

Pueblo of Sandia – Job Description			
Title	Bosque Crew Supervisor	FLSA	Exempt
Position Code(s)	300003	Employer	PBL
Department	Environment	Company-Div-Dept	01-25-080
Reports to	Director of Environment	Reports to Position Code	104002
Salary Grade	11	Revision Date	01/28/2010
Position Summary			
Under direction of the Environment Director. Will supervise field labor work force for Bosque Restoration and fuels reduction projects. Duties will include daily safety and project briefings, reporting, equipment maintenance, equipment inventory, purchasing, and overall management of field crew.			
Supervision Exercised			
Reports directly to the Director of Environment. Supervises field labor work force for Bosque Restoration and fuels reduction projects.			
Major Duties and Responsibilities			
May perform any or all of the following tasks:			
<ol style="list-style-type: none"> 1. Provides field supervision of labor crew including assessing performance and recommending disciplinary action. 2. Maintains field equipment, including inventory, maintenance, and inspections. 3. Operates, maintains, and repairs associated hand and/or power tools and heavy equipment including chainsaws, sprayers, backhoe, dump truck, chipper, etc. 4. Completes safety training, herbicide application training, and chainsaw safety and operations training. 5. Oversees purchasing of field supplies and safety equipment. 6. Establishes procedures for checking out field equipment. 7. Prepares daily work reports on specific projects; communicate with Director about progress of project. 8. Prepares written reports and coordinates with BIA Forestry Division about progress of project. 9. Coordinates and communicates with homeowners, consultants, and other agencies that may be affected by the Project. 10. Performs duties as part of the work crew including chainsaw operations; removal of invader plants; application of herbicides; tree planting and re-vegetation. 11. Performs other duties and responsibilities as necessary or assigned. 			
Secondary Duties and Responsibilities			
Knowledge, Skills and Abilities			
<ol style="list-style-type: none"> 1. Ability to work under supervision and ability to supervise and direct work to others. 2. Ability to operate and maintain light and heavy equipment. 3. Ability to use hand and power tools. 4. Ability to prepare and submit standard reports. 5. Knowledge of safety rules, requirements, procedures, and equipment. 6. Knowledge of herbicidal compounds and potential effects when mixed or used 			
Minimum Qualifications, Education and Experience			
<ol style="list-style-type: none"> 1. An Associate's Degree in Forestry or related field required. 			

2. Two (2) years of forest restoration experience
3. One (1) year of supervisory experience required.
4. Heavy equipment operator experience desired.
5. New Mexico Drivers License.
6. CPR and First Aid Training desired.
7. Health and safety training necessary.
8. Additional certificates may be required depending on equipment operated.

Licensing Status

Must be able to successfully pass a Background Investigation.

Working Conditions

1. Duties are performed outdoors and subject to seasonal extremes and inclement weather.
2. Work will be associated with high noise levels emanating from power equipment.
3. Subject to hazards such as infections, diseases, fumes, odors, dust, and gasses.
4. Subject to hazards such as heights, motorized equipment, and hand tools.
5. Duties will involve work on even, uneven, rocky, flat, slopped, and/or hard surfaces.
6. Duties will involve walking, standing, crouching, and kneeling.
7. Specific requirements include the following: (80 lbs. Maximum)
 - Trunk-bend, rotate, push, pull, carry
 - Arms-reach, carry, push, pull, lift, twist, and rotate
 - Legs-lift, push, pull, twist, rotate, and balance
 - Hands-grasp, manipulate, rapid movement, bilateral coordination, eye and hand coordination.

Position Notes

01/28/2010 – Updated licensing requirements.

11/07/2007 – Tribal Council approved changes to Minimum Qualifications, Education, and Experience.