



## 1<sup>ST</sup> POSTING

### OPEN TO ENROLLED MENOMINEE

**NOTE:** *Selection process is in accordance with Chapter 170, as amended.*

Post Closes: Monday February 16, 2026

Job Title: Harvest Preparation Forester

Status: Regular Full Time

Supervisor: Silviculture Forester

Rate: Minimum Wage \$24.00

#### **SCOPE OF WORK:**

This position is responsible for implementing and administering the timber harvest preparation program consistent with the sustained yield management principles incorporated in the MTE Forest Management Plan.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Must have the knowledge, skills, and ability to perform the following:**

##### **General MTE**

1. Knowledge and Experience with silviculture prescriptions.
2. Knowledge and competence with the MTE Forest Management Plan.
3. Knowledge and competence with the National Environmental Protection Act, Tribal Ordinances and State recognized Best Management Practices for water quality.
4. Knowledge of Menominee nation history and current existing conditions.

##### **Timber Harvest Preparation**

5. Assist with pre-marking cruises to help in prescription development and harvest scheduling.
6. Coordinate with Historic Preservation Officer for planning and scheduling.
7. Write silviculture prescriptions.
8. Maintain and update stand/treatment history database in the MTE GIS.
9. Complete monthly reports, including marking acreage, volume and production.
10. Set up harvest units, i.e.; stand boundary layout and design.
11. Complete annual pre-harvest unit reports.
12. Assist with post-marking cruises to determine quality of marking.

##### **Supervision of Marking Crew Foreman/Crew**

13. Maintain quality, consistency and production standards on crew harvest preparation activities. This includes on-site field reviews during the timber marking progress.
14. Provide training of basic forestry techniques and technical forestry terminology and application.
15. Conduct regular meetings with marking crew to review prescriptions and to set key action plans
16. Coordinates cross training into Timber Sale Administration, Forest Development, Forest Inventory and other Forestry fields.

##### **Forestry**

17. Assist in interviews and selection of supervised employees.
18. Motivate employees to achieve deadlines and maximize output.
19. Requires the completion of reports and projects under tight deadlines.
20. Implement corrective action with employees objectively and fairly.
21. Communicate in a professional manner to maintain effective relationships with employees.
22. Assists with forest development, harvest administration, insect and disease control, surveys and wildfire suppression.
23. Provide support for and assist with educational/public relations programs.
24. Participate in Forest health and invasive weed surveys and other assistance as needed.
25. Perform other duties as assigned by Supervisor.

### **WORKING CONDITIONS:**

Works outdoors independently for extended periods in adverse terrain and weather conditions throughout the year. Must be capable of walking cross country for extended distances (up to 5 miles) and periods of time (up to 8 hours). Required to wear necessary personal safety protection when in the forest or mill areas. Must operate an ATV for extended periods. Must be able to lift up to 40 lbs. Must wear all appropriate safety apparel and equipment and comply with all safety policies and practices of MTE.

### **QUALIFICATIONS:**

1. Requires Bachelor's Degree from a Society of American Foresters accredited four year College/University in Forest Management or Forest Administration and a minimum of one year experience in harvest preparation duties or three years' experience in forest management duties.
2. Required to be knowledgeable of Silvics of the region and also required work experience emphasis in one or more of the following areas: Silviculture prescription writing, harvest administration, and forest development, with proven skills in planning, leading, organizing and monitoring forest management related activities and the interpersonal skills necessary to direct the work of others.
3. Experience using GIS for making maps, querying databases, and simple editing. A classroom setting is acceptable, but real world experience is preferred.
4. Must possess good work ethic with excellent work attendance and be a team player.
5. Possession of basic Firefighting Red Card and a Commercial Pesticide Applicators License is desirable.

### **APPLICATION PROCESS:**

1. Completed application
2. Copy of Tribal enrollment
3. Copy of diploma or equivalent.
4. Honorable or general military discharge paperwork

*Note: It is not the responsibility of MTE to notify you of incomplete applications.*

### **SUBMIT APPLICATIONS TO:**

Mariah Grignon, Human Resource Generalist  
Menominee Tribal Enterprises, PO Box 10, Neopit, WI 54150  
Email: [mariahr@mtewood.com](mailto:mariahr@mtewood.com)  
Fax: 715-756-1314  
Call: 715-756-3353 if any questions.

\*Applicant must successfully pass a pre-employment drug & alcohol screening and background check.