

# Miami Corporation

## Oregon Tree Farm at Grand Ronde

### Job Description

**Title:** Seasonal Forest Crewmember (Plan to hire two individuals)

**Job Location:** Miami Compound, Grand Ronde, Oregon

**Immediate Supervisor:** Reforestation Forester or Assistant Manager, Oregon Tree Farm

**Status:** Seasonal, Hourly, Non-Exempt

#### Basic Functions

Under the direction of the Reforestation Forester or Assistant Manager, perform general maintenance services and forest measurement / assistance for Miami's Oregon Tree Farm.

#### Essential Functions

The Seasonal Forest Crewmember will be responsible for accomplishing various tasks on Miami's Oregon Tree Farm. These tasks include, but are not limited to:

##### 1) Roads

- Make, paint, and install new road and water source identification signs (fire protection). Maintain existing signs.
- Perform cleaning, painting, greasing and maintenance of gates.
- Make and post "Fire Danger" signs.
- Make and post road closure, ownership, hunting restrictions and other general operational signs.
- Assist in road layout, as needed.

##### 2) Culverts/Ditchlines

- Paint and place blue stakes at all culvert openings along roads (for grader operator).
- Prune back all brush and remove dirt/debris from culverts.
- Clean ditchlines and hand prune overhanging branches as directed.
- Grass seed new road ditchlines and cut banks as directed.
- Assist with beaver control around ditchlines as directed.

##### 3) Compound

- Test and maintain fire equipment.
- Wash and maintain Miami vehicles and equipment.
- Hand brush, prune and perform general landscaping work around Compound.
- Perform Compound clean-up and maintenance.
- Sand and paint Miami's fuel and water tanks.

##### 4) Forest Inventory and General

- Use a compass and be able to navigate using various forest maps.
- Perform reforestation surveys.
- Remark, recap and brush legal section corners, bearing trees, ownership lines, etc.
- Litter patrol.
- Assist Miami's employees as necessary.
- Other duties as assigned.

#### Qualifications

**Knowledge** - Knowledge of State and Federal rules and regulations regarding working conditions. These rules and regulations must be strictly followed by the employees. Knowledge of First Aid and safety rules, regulations and policies related to the work.

**Experience** - Limited experience necessary. Employees must immediately and closely follow all instructions and directions given to him/her by the Reforestation Forester, Assistant Manager or any other Miami employee placed in charge.

**Skills / Aptitudes** - Skills to read and use maps using aerial photographs and other materials. Ability to operate a 2-and 4-wheel drive pickup truck (manual or automatic transmission) on active logging roads. Possess a valid driver's license with a favorable driving record. Operate C.B. radios. Ability to correctly and safely use maintenance tools, such as machetes, shovels, pickaxes, brush hooks, pruning saws and clippers, etc., as well as power driven equipment, such as chainsaws, power trimmers, brush cutters, etc.

Ability to understand directions and carry out tasks assigned. Ability to correctly evaluate and avoid unsafe situations and conditions.

**Working Conditions** - Indoors and outdoors. Extensive walking in uneven, brushy terrain under adverse climatic conditions for distances of up to 5 miles per day and climb 100%+ slopes for ¼ to ½ miles. Ability to load and unload 70+ pound objects, i.e. spare tires, landscaping materials, logs, etc.

**Level** - Works with limited direct supervision. Job requires following the direction of Reforestation Forester or Assistant Manager, with exercise of independent judgment.

**NOTE:** Employees must comply with all safety regulations as required by Miami and all regulatory agencies, and to avoid and prevent accidents. This includes wearing all safety equipment while on the job site. Employee is expected to comply with all Miami and governmental policies regarding employment, non-discrimination, general work conditions.

## Benefits

**Hourly Pay:** - \$14.50/hour, paid twice monthly. Location of pay is at Miami's McMinnville office. Payroll will be delayed approximately 1 to 2 weeks after submittal of timesheet to Assistant Manager. Employee is covered by Workers' Compensation.

**Conditions of Hire:** Employee will be responsible for daily entry of hours on the timesheet provided at the Miami Tree Farm Compound. The pay day begins with checking into the compound office, receiving instructions (verbally, in writing or on a list) from the Reforestation Forester or Assistant Manager, collecting and donning all required safety equipment, and writing or noting location of day's work on a map. Employee will return to the Compound, write time returned on timesheet and on checkout board. Employee is a seasonal hire and shall not work in excess of 1,000 hours (including overtime) in the 2020 season.

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