



# MI'KMAQ NATION

## POSITION DESCRIPTION



**JOB TITLE:** Conservation Specialist  
**CLASSIFICATION:** Hourly/Non-Exempt  
**IMMEDIATE SUPERVISOR:** Forestry Manager  
**SALARY RANGE:** \$41,600 to \$56,160

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements for the job defined herein. The description serves interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility described herein. Please be aware that some aspects of this portion may change over time in response to the evolving needs of the Mi'kmaq Nation (MN). These changes, however, may not be immediately recorded in this document.

### **SUMMARY OF POSITION:**

The conservation specialist is pivotal in collaborating with our organization and the local Natural Resource Conservation Service (NRCS) offices. This position will support forestry and agricultural conservation efforts on Tribal properties. It will also assist the Mi'kmaq Forestry program and Mi'kmaq Fanns in best practice measures, oversee NRCS contracts, and act as the liaison between the Nation and NRCS.

In addition, the position will be based out of the Littleton office, which will be a hybrid of office and field work, depending on the season. During field season, the conservation specialist will be expected to work outdoors, often alone, in remote areas. Attending meetings, trainings, and conferences is also an expectation of this position. Other duties can be assigned within the forestry and agriculture/aquaculture programs.

### **EDUCATION AND EXPERIENCE**

A bachelor's degree in a related field is preferred for the conservation specialist role, or five (5) years of equivalent experience working with NRCS or related governmental agencies and performing forestry and agricultural conservation practices.

### **LICENSES OR CERTIFICATIONS:**

Must have a clean and valid driver's license acceptable by the Mi'kmaq Nations insurance. The position requires CPR certification or the ability to obtain within six (6) months of employment. A pesticide applicator's license and TSP certification are preferred but not required.

## **SKILLS/KNOWLEDGE/ABILITIES REQUIRED:**

- Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as chainsaws, forklifts, passenger vehicles, skid steers, or watercraft.
- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Developing and maintaining constructive and cooperative working relationships with others over time.
- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials.
- Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Estimating sizes, distances, and quantities; determining time, costs, resources, or materials needed to perform a work activity.
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

## **WORKING CONDITIONS:**

The job requires sedentary office work and physical labor inside and outdoors. The person must demonstrate the ability to meet the job's physical demands. The job may include exposure to periods of high activity and high under demanding conditions and emergencies-work in various situations, including heights, adverse weather, small spaces, etc. The noise level in this environment ranges from quiet to moderate to extremely loud.

## **FUNCTIONS/ TASKS:**

- Thin and space trees and control weeds and undergrowth, using manual tools and chemicals, or supervise workers performing these tasks as they pertain to NRCS contracts.
- Provide information about and enforce regulations, such as those concerning environmental protection and resource utilization.
- Map forest and agriculture tract data using digital mapping systems.
- Perform reforestation or forest renewal, including nursery and silviculture operations, site preparation, seeding, tree planting programs, cone collection, and tree improvement.
- Plan and supervise the construction of access routes and forest roads.

- Select and mark trees for thinning or logging, drawing detailed plans for access roads.
- Supervise forest nursery operations, timber harvesting, land use activities such as livestock grazing, and disease or insect control programs on NRCS contracts.
- Inspect trees and collect samples of plants, seeds, foliage, bark, and roots to locate insect and disease damage.
- Measure distances, clean sightlines, and record data to help survey crews.
- Survey, measure, and map access roads and forest areas such as bums, cut-over areas, experimental plots, and timber sales sections.
- Conduct laboratory or field experiments with plants, animals, insects, diseases, and soils.
- Ensure successful completion of NRCS contracts on Tribal properties.
- All other related duties as assigned.

**NOTICE:** The requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To successfully perform this position's scope of work, duties, and responsibilities, the incumbent will possess the skills and aptitudes to perform each task proficiently. "Ability" means to have and apply both knowledge and skills.

All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, tribal needs, the employee's good standing (including the lack of disciplinary actions), and meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat of significant risk to their health and safety and that of others.

If you are interested in applying for this position, you must submit a completed job application. A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter and a resume, *and* 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

**CLOSING DATE: November 1, 2024**

Please send the completed Job Application to the following address or email:

Attn: Human Resource

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

[bdiamond@micmac-nsn.gov](mailto:bdiamond@micmac-nsn.gov)

**The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.**