

# MI'KMAQ NATION

## JOB DESCRIPTION

**JOB TITLE:** Logging/Sawmill Worker

**CLASSIFICATION:** Full-time Permanent/ Hourly/Non-Exempt

**IMMEDIATE SUPERVISOR:** Forestry Manager

**SALARY RANGE:** \$20-\$30 per hour

**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:** We are seeking a hardworking and reliable Logging/Sawmill Worker to join our forestry team. Logging/Sawmill Workers are responsible for cutting down, transporting, and processing trees. This includes tasks such as operating cutting equipment, loading logs onto trucks, and ensuring the safety of the work environment. Our ideal candidates are physically fit, have experience with logging machinery, and understand the importance of following safety protocols in potentially hazardous environments. Ultimately, the role of the Logging/Sawmill Worker is to safely and efficiently cut down trees and process logs according to company standards and guidelines. In addition to harvesting wood, this position will also operate and maintain the Mi'kmaq Saw Mill. Those responsibilities include operating and managing the machines, conducting routine maintenance checks, sorting cut timber by size and type, and ensuring safety regulations are followed. The ideal candidate should have a good understanding of timber quality and the machinery used in sawmill operations. Must be self-motivated and able to work with a team. Attending meetings, trainings, and conferences is also an expectation of this position. Other duties can be assigned within the forestry program.

**EDUCATION AND EXPERIENCE:** Must have five years of previous experience as a Logging Worker and/or a Saw Mill Worker. A high school diploma or equivalent is required. Must have five years' experience operating a skidder and/or saw mill equipment.

**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.

### SKILLS/KNOWLEDGE/ABILITIES REQUIRED:

Logging/Sawmill Workers are primarily responsible for carrying out tasks related to harvesting and processing wood, with daily duties and responsibilities including:

- Following detailed harvest plans and specs provided by Mi'kmaq Forestry Department.
- Using best management practices and professional felling techniques to harvest and yard trees.
- Using chainsaws and cable skidder to fell, skid, process trees into various products.
- Operating sawmill machinery to process logs into desired products.
- Trimming logs to the desired length using chainsaws or other tools
- Inspecting and maintaining logging and sawmill equipment and other tools to ensure they are maintained in good working condition

- Sorting logs according to species, size and end product requirements
- Observing strict safety standards to protect themselves and their co-workers
- Removing debris from the logging site to maintain a safe and clean working environment
- Inspect and assess the timber to be cut and execute its extraction with minimal damage to the residual trees/forest.
- Monitor and control the flow of timber through the sawmill and other processing equipment
- Adjust machine settings to achieve optimal cut quality and efficiency
- Identify and troubleshoot problems with logging equipment and sawmill machinery
- Perform routine maintenance and repairs on sawmill machinery and logging equipment
- Adhere to all safety regulations and procedures to ensure a safe working environment
- Prepare logs for cutting or shaping
- Remove and stack cut lumber after processing
- Document daily production activities and report any irregularities
- Coordinate with other team members to ensure smooth operations

**WORKING CONDITIONS:** Outdoor forestry settings, often in rugged terrain. This job involves physical labor and exposure to various weather conditions. 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 stress 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/ASKS:**

- Operate chainsaws and other machinery to cut down trees
- Load and unload logs onto trucks for transport
- Assess trees for certain characteristics, such as safety hazards
- Clean, maintain, and repair logging machinery and equipment
- Follow safety protocols and guidelines to prevent accidents
- Communicate with team members and supervisors to coordinate work
- Ensure the cleanliness of the work area after completion of tasks
- Assist in other forestry tasks as needed
- Familiarity with sawmill machinery and equipment
- Ability to perform basic machine maintenance and repair
- Good physical condition and stamina to perform tasks over extended periods
- Strong understanding of timber quality, species, and uses
- Attention to detail and safety oriented
- Operate sawmill machinery and equipment to cut logs into boards or timber
- Perform routine maintenance and repairs on all sawmill equipment
- Sort and stack cut lumber after processing
- Ensure that all safety protocols and procedures are followed
- Monitor inventory and supply of logs for processing
- Identify and remove defective timber or hardware before processing
- Keep work area clean, organized, and safe
- Adhere to production schedules and meet quotas
- Collaborate with team members and communicate effectively

**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 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 to you. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

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

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