

# MENOMINEE TRIBAL ENTERPRISES



GENERAL OFFICE & FORESTRY CENTER: P.O. BOX 10 • NEOPIT, WI 54150  
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## 1<sup>ST</sup> POSTING

### OPEN TO ENROLLED MENOMINEE

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

Post Closes: March 26, 2018 12:00 pm

Job Title: Forestry Project Intern

Supervisor: Forest Development Forester

Status: Temporary Full-time

Rate: 12.00/per hour

#### SCOPE OF WORK:

The Forest Development department is responsible for planting and reestablishing tree regeneration on the Menominee forest. It is essential for the program to know the amount and quality of regeneration in planted and naturally regenerated stands. This position shall be responsible for completing regeneration surveys to collect that data. Other activities pertaining to forest management and specifically to invasive species surveys and eradication efforts will also be necessary. Also responsible for remarking permanent monitoring plots and assisting with crop tree and corrective pruning in regenerating white pine stands.

All work is within the boundaries of the Menominee Reservation in north central Wisconsin.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

(General MTE)

- Familiar with the Menominee Reservation and forest management program and operations
- Will be asked to follow the policies within the MTE Employee handbook as applicable

(Forestry)

- Ability to navigate using maps and GPS
- Ability to identify tree species in Wisconsin
- Ability to collect regeneration data on a fixed radius plot system

(Communications and Organization)

- Ability to communicate in a professional manner to maintain effective relationships with coworkers and supervisors
- Ability to prioritize tasks and work flexible schedules due to the demands of deadlines
- Ability to occasionally work independently with minimal direct supervision while maintaining production with high quality of work
- Perform other duties as assigned by supervisor

#### WORKING CONDITIONS:

Work outdoors for extended periods in adverse terrain and weather conditions throughout the summer. 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 be able to lift up to 20 lbs. Must be capable of operating an ATV for extended periods.

**QUALIFICATIONS:**

- Requires completion of a 2-year degree in Forestry, Natural Resources, or related field at an SAF accredited university  
OR
- Completion of two years of study in a 4-year degree Forestry, Natural Resources or related program
- Work experience of one field season (3 months) or completion of a minimum 5 week hands-on practical field course
- Must be in good physical condition
- Possess a good work ethic and professional demeanor
- Must possess a Wisconsin Driver License and be insurable under MTE insurance standards

**APPLICATION PROCESS:**

1. Completed application
2. Copy of Tribal enrollment (If applicable)
3. Copy of diploma / equivalent and/or Official Transcripts (If applicable)
4. Honorable or general military discharge paperwork (If applicable)
5. Copy of a valid Driver's license (If applicable)

*Note: It is the applicant's responsibility to provide all relevant documents referenced in the application process, any incomplete applications will be screened out. It is not the responsibility of MTE to notify you of incomplete applications.*

**SUBMIT APPLICATIONS TO:**

Antoine Chevalier, Human Resource Generalist  
Menominee Tribal Enterprises, PO Box 10, Neopit, WI 54150  
Email: [antoinec@mtewood.com](mailto:antoinec@mtewood.com)  
Fax: 715-756-2319  
Call: 715-756-2311 ext. 1137/1168/1135 if any questions.

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