

MATAWA FIRST NATIONS MANAGEMENT



FOUR RIVERS GROUP Job Description

FORESTRY TECHNICIAN

PURPOSE OF THE POSITION

Established in 2011, the Four Rivers Group (FRG) provides environmental advisory and technical services, **centered in supporting self-sufficient and self-reliant communities**. Key services focus in the areas of Project Management, Communications & Engagement, Geospatial Information Systems & Mapping, Training, and Environmental Services.

Four Rivers Group employees operate in a team environment, where tasks are shared between team members based on individual team member strength, availability and operational need. At this time, Four Rivers Group requires the skills of the Forestry Technician, who will work under the general supervision of the Manager of Environmental Programs and/or his/her designate, and will work as part of a team to deliver Four Rivers programs.

SCOPE

Matawa First Nations Management (MFNM) is the parent organization to the Four Rivers Group. The Four Rivers Group carries out projects and initiatives both on behalf of MFNM and wholly owned subsidiaries of MFNM, including Four Rivers Inc. Those projects and initiatives of MFNM, which are publicly funded and in service of the Matawa member First Nations is referred to as the operations of Four Rivers Matawa. Those projects and initiatives of Four Rivers Inc., which are for-profit and in service of any community or group are referred to as the operations of Four Rivers Inc. The Forestry Technician will support the advancement of any project or initiative affiliated with the Four Rivers Group, in accordance with their technical skills and capacity.

The Four Rivers Group was initially established to support Matawa member First Nations in environmental stewardship and capacity building for resource development. Over the years Four Rivers Group has developed into a team of dedicated and enthusiastic professionals from a wide array of experiences and backgrounds. The team supports a large number of projects and initiatives across Northern Ontario throughout the year. Four Rivers Group strives to deliver services that are community-centered and innovative.

The Forest Technician will report to the Four Rivers Group Manager of Environmental Programs. It is anticipated that over the course of their work the Forest Technician will work closely with Matawa First Nations Management's Economic Development Department and associated committees in addition to community forestry corporations and partner organizations.

RESPONSIBILITIES

The Forestry Technician will assist with the delivery of Four Rivers Group (FRG) programs through research, coordination, planning and advisory activities. Responsibilities include:

1. Prepare, Implement, Monitor and Report on Forest Management Plans

Main Activities

- Work closely with FRG Clients, Matawa member First Nation communities, First Nation committees and boards, including providing meeting coordination support.
- Develop project, program or initiative workplans and terms of reference.
- Assist in developing business plan(s) related to forestry licensing opportunities.
- Assist in developing, coordinating and participating with Forest Management Planning Teams.
- Coordinate the collection of forest data and research required for forest management plans, and monitoring, and incorporate into regional information databases.
- Analyze forest and environmental data, report on current trends and develop adaptive management plans.
- Travel regularly including to First Nation communities
- Advise on regulatory and permitting requirements associated with management plans, and forest activities

2. Provide Support and Technical Advisory Services

Main Activities

- Provide technical support and advisory services on forest management, stewardship and the forestry sector.
- Analyze and advise on current situation, trends and developments in forest resources tenure, particularly as regards to its role in sustainable development, forest management and impacts to FRG Clients and First Nations.
- Provide technical support and expertise to FRG Clients and Matawa communities regarding day-to-day and adhoc requests for lands and resource information, project impacts, and technical information analysis;
- Provide training/outreach on environmental science, environmental monitoring, habitats, ecosystem health, land and resource management, GIS/GPS; land use planning, and
- Support FRG Clients, Matawa First Nation community members, youth, and Matawa staff in environment or lands and resource capacity building.

3. General

Main Activities

- Assist with the development and delivery of Four Rivers Group programs.
- Assist with preparation of general correspondence and reports as required;
- Attend meetings as requested and required;
- Assist with the preparation of proposals and funding applications for various environmental programs or projects as required;
- Assist with the development and delivery of training initiatives;
- Adhere to the FRG and MFNM Quality Management System requirements and participate in the maintenance and advancement of department standards;
- Support Four Rivers clients, staff, environmental programs and the Matawa First Nation communities; and,
- Travel to road-access or remote (air accessible) locations if required.

4. Additional duties as requested or required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Degree in Forestry, Land Management or related Natural Resource Management field
- At least five (5) years of relevant experience in forest management and development including work in land and natural resource tenure for First Nations
- Experience preparing Forest Management Plans.
- Experience implementing, monitoring and reporting on forest management plans.
- Experience with strategic planning processes and project proposal writing.
- Experience in identifying savings opportunities, developing business cases and detailed report writing would be considered an asset;
- Understanding the different systems and programs that provide funding support to the First Nations and Forestry sector would be considered an asset;
- Experience with financial analysis, budget preparation and budget management would be considered an asset;
- Project Management Experience would be considered an asset;
- Experience with GPS and GIS (ESRI ArcGIS) would be considered an asset; and
- An excellent understanding of First Nations environmental issues and land, resource and environmental planning;
- Knowledge of First Nations Governments, Native Culture, traditions and lifestyles;
- Demonstrated ability to work effectively within First Nations communities and organizations;
- Registration, or eligibility to pursue registration as a professional forester (R.P.F.) in the future would be considered an asset;

- Teaching experience would be an asset; and
- Knowledge of the methods and techniques of collecting, analyzing and reporting data, especially environmental and/or natural resource data would be an asset.

Skills

The incumbent must demonstrate the following skills:

- Excellent communication (oral and written) skills, including ability to present/public speak
- Excellent organizational and multi-tasking skills;
- Excellent interpersonal skills;
- Excellent organizational and time management
- Must have strong analytical, evaluation and assessment skills, and knowledge of computer applications, including Microsoft Office;
- Ability to speak and understand Ojibway/Cree would be considered an asset; and
- Possession of a valid Ontario Driver's License.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Forest Management Officer. The incumbent must also demonstrate the following personal attributes:

- Must be self-motivated and able to work independently, with minimal supervision and general instructions;
- Must be team oriented;
- Must take initiative when performing duties;
- Multi-tasking;
- Reliable; and
- Punctual.

WORKING CONDITIONS

The Forestry Technician will work primarily in an office setting and may also be required to travel to the field (i.e. First Nation communities, remote communities, wilderness, lakes/rivers, wetlands, heavily forested areas) to perform the roles and responsibilities associated with their position.

Physical Demands

The Forestry Technician may have to travel in all weather, in small aircraft or spend prolonged periods of time in a vehicle. He/She may have to lift, carry and manage office equipment and supplies. He/She may have to walk long distances outdoors over rough terrain, carrying heavy field equipment. He/She may have to wear specialized field or safety equipment which may be heavy and overly warm (ie steel toed boots, chest waders etc.). He/She, while outdoors, may be exposed to various insects, and weather conditions (hot, cold, rain, snow). He/She may have to work odd or long hours at a time to complete special requests or projects. He/She may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

Office setting:

The Matawa Building may be a busy facility. The Forestry Technician may have to work with a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of Matawa First Nation Communities and Four Rivers Environmental Services Group. He/She may find the environment to be busy, noisy and will need excellent organizational, and time/stress management skills to complete the required tasks.

Field setting:

The Forestry Technician may be required to work in various weather conditions (hot, rain, snow cold). He/She may have to work alone in remote environments and wilderness. Field work can be physically demanding (carry heavy loads, walking for long periods in rough terrain). He/She may be required to carry and use safety gear (i.e. first aid, radios, life jackets, GPS, compass, protective gloves or glasses) and navigate by map. He/She may have to work for long periods of time outdoors, and may be exposed to various insects and some remote camping. Occasional site visits may be required to industrial sites. All site-specific safety controls must be adhered to, along with site specific safety training and equipment.

Sensory Demands

Sensory demands can include reading and the use of computer which may cause eye/wrist strain and occasional headaches. The Matawa office at times may be noisy and busy making it difficult for the Forestry Technician to concentrate.

Mental Demands

The Forestry Technician will have to manage a number of requests and projects at one time. He/She must be aware of Tribal Council policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with stressful situations. Travel and field work may cause fatigue.

CERTIFICATION

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| <p>_____ Employee Signature</p> <p>_____ Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p> | <p>_____ Manager of Environmental Programs</p> <p>_____ Supervisor's Title</p> <p>_____ Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p> |
| <p>_____ Chief Executive Officer's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p> | |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.