

**Job Title: RANGE CONSERVATIONIST****Department /Office:** Office of Range Management**Reports to Whom (title):** Director**Salary / Hourly Range:** 48**Job Classification Code:** 8602**Level of Background Check:** 1B**Status:** EXEMPT**Driving Required:** Yes, As Required**PD Revised:** 02/10/2015**INTRODUCTION:**

This position is primarily responsible for performing professional planning in developing, coordinating and implementing Tribal range, water and soil conservation policies and practices. The work includes varied duties requiring an extensive knowledge of sound range management practices to be able to analyze and develop sound natural resource management plans. Assignments are characterized by detail, intensity of effort and may involve several phases being pursued concurrently or sequentially with the support of others within or outside the organization. Decisions which need to be done include largely undefined issues and require extensive research and analysis to determine the most feasible methods for implementation.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Researches and compiles data for the allocation of animal units for grazing permits, preparation of stocking rates, preparation of range management plans for each range unit and annual utilization report.
2. Prepares development plans, forest trust duration plans, stock rate plans, works with respective tribal program to develop outdoor recreation plans and wildlife management plans to coordinate the efforts into a workable program for the range resource users.
3. Compiles and prepares data for reports as directed; recommends management alternatives based on the information gathered within the guidelines of the Tribal constitution, ordinances and other applicable guidelines.
4. Serves as a technical resource person to the schools, ranchers and the public-at-large on range and soil management practices.
5. Attends meetings pertaining to land use, participates in speaking engagements upon request, address the Hopi Tribal Council and other affiliated natural resource organizations as needed.
6. Communicates with other range and soil conservation agencies and users of the range resources to obtain data, check feasibility, monitor construction and check completion of conservation practices as directed by the immediate supervisor.
7. Supervises as delegated in order to efficiently complete work projects; provides instruction & training regarding work assignments, procedures, methods & techniques and establish performance standards; monitors work in progress & evaluates performance and initiates personnel actions as necessary.
8. Performs other related duties as assigned and authorized.

PERSONAL CONTACTS:

Personal contacts are generally with tribal employees, livestock association members, Bureau of Indian Affairs personnel, state, county, private, and federal agency representatives. Other contacts are with the officials of the Department of Interior and the Department of Justice regarding land issues related to the 1882 and 1934 land cases. The purpose of these contacts is to coordinate and advise on work efforts or resolve operating problems. Contacts are made through telephone, correspondence or personally.

PHYSICAL EFFORTS & ENVIRONMENT:

The work requires some physical exertion such as walking over uneven, rough terrain. May also require horseback riding, travel over unimproved or unpaved roads of varied conditions. May be exposed to varied weather conditions. Occasional off-reservation travel is necessary.

MINIMUM QUALIFICATIONS:

1. **Required Education, Training, and Experience:**

A. Education: Bachelor's Degree in Range Management or Soil Science, Forestry or related Natural Resources field;

AND

B. Experience: Four (4) years responsible work experience in range or soil conservation program;

OR

C. Any equivalent combination of Education, Training and Experience determined to be acceptable by the Office of Human Resources.

2. **Required Knowledge, Skills, and Abilities:**

A. Knowledge:

- Working knowledge of the geography of the Hopi Reservation and of the Hopi culture and traditions
- Knowledge of research methods and techniques
- Working knowledge of livestock identification, including livestock descriptions
- Knowledge of Hopi range units and locations
- Knowledge of re-vegetation techniques and noxious/invasive vegetation controls
- Working knowledge of the installation of range development improvements such as wells, fences, trails, water impoundment structure, etc.
- Knowledge of soils, plants, water, and animal nutrition on native ranges
- Knowledge of wildlife management techniques and planning
- Knowledge of outdoor recreation planning techniques
- Working knowledge of radio codes used in two-way radio communications
- Sufficient working knowledge of engineering principles to determine and locate earthen structures, such as dam, diversions, etc.

B. Skills:

- Skill in written and verbal communication
- Skill in research/technical report writing
- Skill in public relations

C. Abilities:

- Ability to analyze and develop procedures necessary to implement established objectives
- Ability to effectively communicate technical natural resources information to the users of these resources
- Ability to make range site inventories of acceptable standards
- Ability to make appropriate decisions in the field and act with impartiality
- Ability to establish and maintain effective working relationships with other employees, the general public and other agency personnel
- Ability to prepare clear and concise reports.

NECESSARY SPECIAL REQUIREMENT:

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete/pass the pre-employment screening in accordance with Hopi Tribal Policy.