

MUCKLESHOOT FEDERAL CORPORATION

POSITION AVAILABLE

PART TIME/ FULL TIME PROPERTY MONITOR

Job Title: Property Monitor

Hours: PT and FT candidate considered

Schedule: Variable Day Shift

Requirements:

Must have valid Washington state driver's license

Must have reliable transportation with 4-wheel drive

Work as independent contractor and provide required insurance. This position reports to Hancock Forest Management, working on behalf of Muckleshoot Federal Corporation. If working as an independent contractor is not preferred, they may be other options available.

Must be able to pass a pre-employment drug/alcohol test and background check

The property monitor position requires a person who can be motivated to independently plan their workday with best time management practices in order to achieve all necessary tasks.

The position requires a high level of communication skills to interact with public, neighboring agencies, contractors, and other personnel.

This position also requires daily document of events, including interactions. These daily reports will be submitted on a weekly basis.

The property monitor position must possess sound judgement and quick reaction in any unforeseen dangerous or emergency situations.

To apply please submit a letter of interest and resume to nhayden@hnr.org or mail to:

Hancock Forest Management Attn: Security Position
31716 Camp 1 Road E, Orting, WA 98360

For questions prior to submitting an application, please call or email Nate Hayden (253-343-4899) or nhayden@hnr.org

The first round of interviews will start the week of July 20

COMPLETE JOB DESCRIPTION:

Patrol assigned area with specific emphasis on the protection of Muckleshoot Federal Corporation assets.

Enforce Washington State laws and regulations on Muckleshoot Federal Corporation lands.

Enforce HFM policies and regulations on Muckleshoot Federal Corporation lands, including those related to the recreation access program, business access, fire season (fire plan), and road use regulations

Enforce policies and regulations on Muckleshoot Federal Corporation land related to driving safety, Recreation/ Fee Access program, business/ contractor access, fire season, camping, fires, off-road vehicles or other areas of concern by HFM local manager and foresters.

Note and immediately report any safety issues such as slides, wash-outs, trees across roadways, or other safety concerns. Provide written documentation of weekly activities including special incident reports as requested.

Monitor log haul, rock haul, and minor forest products for safety and accountability. Work directly with third party log security contractor.

Check the functionality of the gates and locks, request gate repairs as needed, replace locks as necessary.

Post, replace and maintain signs as needed. Ensure signs are current and complete. Notify designated representative if additional assistance is required.

Assist with special land closures.

During non-operational hours, check active logging areas to deter thefts, vandalism or other unlawful acts.

Ensure recreational access kiosks are fully stocked, including access cards, game harvest cards, and firewood cutting maps.

Ensure recreational access customers complete and submit access cards and game harvest cards.

Maintain regular contact and cooperate with law enforcement and other state and federal agencies such as MIT tribal enforcement, MIT Wildlife, Washington State Fish and Wildlife, USFS and DNR.

Assist County/State search and rescue as requested.

Investigate thefts or other incidents, either discovered or reported, and provide a written report to HFM Representative and local law enforcement agency/ prosecutor's office, as necessary. All such investigations shall be lawful and in accordance with policies, procedures and guidelines established by HFM's Representative.

Contact and investigate actual or suspected violators and take appropriate action, as required, up to and including contact with local law enforcement.

Avoid actually and the perception of "chasing" vehicles/motorcycles/atv's/bicycles etc that are on property

CONTRACTOR to provide basic safety equipment including but not limited to 5lb. BC fire extinguisher, flares, shovel, first aid kit, hard hat and orange safety vest.

Provide call out services as needed by COMPANY representative subject to CONTRACTOR availability.

Make contact with COMPANY contractors, recreational access visitors, regulators, and other visitors to verify their credentials and reason for being on the property.

CONTRACTOR will sign and return to COMPANY a Confidentiality agreement (Exhibit J) agreeing to not sell or otherwise share permit purchaser data.