

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Field Operations Supervisor

**Reports to:** Fish & Wildlife Department Manager

**Duration:** Full Time 2-year Grant

**Summary:**

Field operations supervisor will be an employee of the SWO and will be under the direct supervision of the SWO Fish & Wildlife Manager. The field operations supervisor will be responsible for planning, coordinating, directing, and managing the daily activities of the assigned work by supervising the department's field staff members. Thus, it is important that these duties should be carried out efficiently, so that the F&W programs run smoothly and effectively.

**Duties and Responsibilities:**

- Will be responsible for the overall supervision and training of the staff members to provide the necessary guidance.
- Will coordinate the field activities so that daily, short term, and long term production objectives can be achieved and also closely monitors the progress of the work.
- Will assess what equipment is necessary for effective field operation and assists in its procurement and makes sure that it is as per the given specifications.
- Will also be involved in the recruitment process of the Farm Incubator Interns, reviewing and evaluating the performance of the interns and also makes sure that discipline is being followed on the field.
- Generate required documentation of these activities and report to the Fish & Wildlife Manager.

**Qualification Requirements:**

- Must have a minimum of a high school diploma or a bachelor's degree in business management or administration, or should have completed some kind of training in a relevant field. Previous work experience in Natural Resource field operations is a plus.
- Must have basic understanding of management and organizational skills with an ability to supervise and lead the team to achieve the goals and objectives of the program.
- Broad knowledge of agriculture, aquaculture and resource conservation practices. Have the ability to make independent decisions.

- The work of the field operations supervisor may be physically strenuous, may need to stand for long hours on the field while carrying out supervisory functions. May need to work long unusual hours including weekends.
- Must be eligible to obtain a tribal driver's license.

Approved Verlynn B. 19 Date 5-3-19