



## **Job Title: Project Forester**

**Department:** Forestry and Parks

**Position Reports to:** Assistant Forestry Administrator

**Pay Grade Level:** Carlson-Dettmann A

**FLSA Status:** Non-Exempt

**Position Status:** Limited Term/Project Position

### **JOB ANALYSIS**

Responsibilities include assisting in management of the County forest areas within Marinette County in accordance with Wisconsin State Statute Chapter 28.11. Additional duties include compliance and implementation of the provisions of the Marinette County forestry ordinances along with the County forest 15-year plan. Decisions regarding daily work activity are made independently within the context of established policies and procedures.

### **ESSENTIAL JOB FUNCTIONS**

- A. Maintain and update county forest reconnaissance and determine future prescriptions.
- B. Administer timber sale contracts with logging contractors, ensure contract compliance, supervise and inspect timber sales on a regular basis, identify corrective actions as needed.
- C. Establish Timber Sales including: prescription development, sale layout, road design, cruise design, timber marking, harvest boundaries, timber sale write-up.
- D. Assist in the scaling of timber, monitor records and payment activities.
- E. Assist property boundary line maintenance.
- F. Maintain accurate record of daily activities.
- G. Maintain a professional attitude and remain current on latest technology and innovations regarding forest management and logging.

### **REQUIRED ABILITIES**

- A. Requires working knowledge of professional land management principles, practices, and concepts.
- B. Requires working knowledge of silviculture, dendrology, mensuration, tree physiology, forest entomology, forest pathology, reforestation methods, timber stand improvement, sustainable forest management principles and techniques, and timber harvest systems, with emphasis on northern forest types.
- C. Requires working knowledge of the interrelationships of physical and biological factors and their various influences on the type and timing of silvicultural treatments.
- D. Requires knowledge of multiple use management and the recreational uses of forests and parks.
- E. Requires working knowledge of global positioning equipment (GPS), ArcView and GIS data management and Microsoft Office Suite.
- F. Requires working knowledge of basic surveying principles and techniques.
- G. Requires knowledge of forest transportation planning and logging road layout.
- H. Requires the ability to interact with diverse public groups, State, Federal and local governmental agencies as well as department heads in an effective, collaborative manner.
- I. Requires the ability to operate modern office equipment including personal computers, copiers and telephone systems with minimal guidance.
- J. Operate ATV's, snowmobiles and 4x4 trucks.
- K. Maintain security of confidential matters.
- L. Maintain knowledge of current local, state and federal laws, rules and regulations that apply.
- M. Work as a team player in the absence of or with minimal supervision.
- N. Communicate orally and in writing effectively.
- O. Memorize and retain information over long and short periods of time.
- P. Read, analyze and interpret general complex business documents.
- Q. Present information to management, small groups and one-on-one situations.

- R. Respond to sensitive inquiries, complaints or questions from a group or one-on-one setting.
- S. Work efficiently and accurately under time constraints, pressure or emotional strain.
- T. Plan and monitor assigned activities effectively.
- U. Apply concepts of basic algebra and geometry.
- V. Work with mathematical concepts such as probability and statistics.
- W. Define problems, collect data, establish facts and draw valid conclusions.
- X. Remain calm and levelheaded in difficult, unexpected, or emergency situations.
- Y. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.

## **QUALIFICATIONS**

- A. Requires one year of related experience in the forestry field or one year of coursework in the forestry or related field.
- B. Possess and maintain an insurance acceptable driver's license.

## **ENVIRONMENTAL CONDITIONS OF THE WORKPLACE**

- A. Work indoors in a controlled environment.
- B. Work indoors in a non-temperature controlled environment.
- C. Work outdoors exposed to changing weather conditions.
- D. Work outdoors but in the confines of a vehicle.
- E. Work in an environment that is frequently quiet without significant interaction with others.
- F. Work in an environment with few distractions.
- G. Work with long periods of solitary work.
- H. Deal with challenges and criticism on a regular basis.
- I. Work near moving mechanical parts on a regular basis.
- J. Subjected to fumes or airborne particles.
- K. Interact with abusive, difficult, and /or stressed individuals occasionally.

## **PHYSICAL DEMANDS**

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Stand for long periods of time.
- D. Walk for long periods of time including rough and uneven terrain.
- E. Work with vibrating tools or equipment when necessary.
- F. Work in a confined workspace.
- G. Lift and carry up to 50 pounds frequently, occasionally in excess.
- H. Crawl into, under or around confined spaces.
- I. Stoop, kneel, crouch or crawl frequently.
- J. Bend, squat, stretch and twist frequently.
- K. Coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as assembling.

## **ADDITIONAL DUTIES**

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.**

**MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.**

Prepared: 02/2019  
 Approved: 02/21/2019

03/26/2019 Grant and Position approved by CB and committees.