

FOREST COUNTY FORESTRY/PARKS DEPARTMENT

Position Description

Position Title: Assistant County Forest Administrator

Reports to: County Conservationist and County Forest Administrator

FLSA Status: Nonexempt

County Status: Regular Full Time Employee (40 Hour Work Week; may include some evenings, weekends, and holidays, and the hours may be scheduled at the discretion of the County Forest Administrator)

Pay Grade/Pay Structure: \$19.00-\$21.00 per hour

I. Position Summary:

Provides technical assistance in the implementation of the Forest County Forest 15 Year Comprehensive Land Use Plan and Forest County Comprehensive Outdoor Recreation Plan. Provides GIS maps, upon request, to County Department Heads for County projects.

II. Primary Duties and Essential Responsibilities:

- Assist in managing the timber sales program on county lands. Work includes, but is not necessarily limited to, selecting potential timber sales sites, cruising timber sale sites, marking timber sales for bidding, selling timber, scaling of timber, and inspecting timber sale operations.
- Assist in the maintenance of recreation areas on the county forest including county parks, waysides, arboretum, recreation trails, and other recreational facilities. On occasion this may include mowing grass, picking up litter, and cleaning toilets and shelters, disposal of garbage, raking leaves, cutting down hazardous trees, painting, etc.
- A portion of the time will be spent in the office preparing the numerous maps and forms required and maintaining accurate records of daily activities.
- Assist in the planning, layout, and supervision of programs such as post aspen treatment, TSI, road construction and maintenance, firebreaks, and trail mowing.
- Assist in the maintenance and inspection of various recreational trails on the County Forest, which includes, but is not limited to, the cross-country ski trails, ATV trails, horse trails, mountain bike and county-administered snowmobile trails.
- Awareness of potential problems (e.g., theft, trespass, insects and diseases, contract violations) and reporting on them.
- Report violations of the Forest County Forests and Park Ordinance.
- Apply GIS in field applications, using GPS equipment. GPS all state funded snowmobile and ATV trails. GPS all County owned hiking trails, biking trails, and equestrian trails on County Forest land.
- Assist with GIS and GPS databases for timber types, forest inventory, timber sale maps, recreation trails, parks, wildlife trails, roads and other forestry and recreation applications.
- Upon request, develop GIS maps for all County Departments for County Projects using the GIS map layers available in the Forest County Geographic Information Web Server.
- Maintain and operate county equipment and vehicles, including but not limited to, pickup trucks, tractors, mowers, snowmobiles, ATV's, and a variety of power hand tools.

- Maintain a professional attitude and keep current on the latest technologies and innovations in forest management and logging. Attended training sessions and professional meetings as approved by the Forest and Parks Administrator.
- Completes snowmobile/ATV trails inspections, assists with trail relocations and signing.
- Cooperate with and assist the Department of Natural Resources with forest fire suppression work on county forestlands during periods of high fire danger and after authorized by the Forest and Parks Administrator.
- Cooperate with various agencies and groups to achieve program objective of all programs.
- Perform any other program-related duties assigned by the Forest and Parks Administrator.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.

III. Supervision

Receives direct supervision from the County Forest Administrator who will spot check work for completeness, accuracy, compliance with deadlines, conformance with established procedures and policies and effective completeness.

IV. Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to walk, stand and reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Frequently tours sites outside of the office. Employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet.

V. Minimum Qualifications

Education: A minimum of a two year degree in Natural Resources or Forestry

Experience: One to three years of experience in working in natural resources, forest management, land surveying, GIS, or related field is strongly preferred.

Skills, Knowledge and Abilities:

- Basic knowledge of multiple-use land management, land surveying, GIS, forest management, cartography, silviculture, dendrology, timber types of northern Wisconsin, logging techniques, timber cruising, artificial regeneration techniques, computers, algebra, and use of aerial photos.

- Knowledge of soil and water conservation practices, identification and use of natural vegetation and erosion control techniques.
- Applicant must be in excellent health and have the ability and stamina to travel over long distances over rough terrain on foot in all types of weather.
- Ability to maintain accurate and complete records and prepare clear and detailed reports.
- Ability to exercise independent judgment and work without direct day-to-day supervision.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain satisfactory working relationships with other department employees, other county employees, DNR employees, clubs and organizations with contractual relation with the department, elected officials, and the general public.

Licenses and Certifications: Must possess and maintain a valid Wisconsin driver's license, and maintain minimum county insurance requirements.

Forest 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 encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on February 14, 2019

Approved by Full County Board on April 16, 2019

Updated: Approved by Personnel & Finance on October 30, 2019

Approved by Full County Board as part of Budget on November 12, 2019

Department Head: _____ Date: _____