

# FOREST COUNTY FORESTRY AND RECREATION DEPARTMENT

## Position Description

Position Title: Forestry/Recreation LTE

Reports to: County Forest Administrator

FLSA Status: Non-Exempt

County Status: Full-Time, Seasonal Employee (40 hours per work week, 10-13 weeks in summer months. Work hours may be scheduled in advance at the discretion of the County Forest Administrator.)

Pay Grade/Pay Structure: \$14.00 per hour

Additional Benefits: Free housing provided

### **I. Position Summary:**

Provides field and office assistance in the implementation of the Forest County Forest Management program, County Park and Campground as well as Recreation Areas. Follows guidelines and procedures established in the Forest County Forest 15 Year Comprehensive Land Use Plan and Forest County Comprehensive Outdoor Recreation Plan, County Ordinances, DNR Administrative Code and State Statutes.

### **II. Primary Duties and Essential Responsibilities:**

- Work hours will consist of approximately 50% forestry duties, 50% parks/recreation duties.
- Assisting the Forestry Department with management of county forest lands. Work includes, but is not limited to, forest inventory (recon), regeneration surveys, boundary locating/markings, selecting potential timber sale sites, cruising timber sale sites. All tasks will be completed with supervision by Forest County Forestry Dept. staff and WI DNR foresters.
- Assist the Forestry Department with maintenance of recreation areas on the county forest including county parks, parking areas, recreation trails, and other recreational facilities, especially Veteran's Memorial Campground. Work includes, but is not limited to, mowing grass, removing hazardous trees, cleaning restrooms and shelters, raking beaches, disposal of garbage, etc.
- Work with the Forestry Department on various office related tasks including, but not limited to: creating maps utilizing GIS software, updating forest inventory data, organizing digital files and data, etc.
- Maintain and operate county equipment and vehicles, including but not limited to, pickup trucks, tractors, mowers, UTV, chainsaws, and a variety of power hand tools.
- Be aware of potential problems (e.g., theft, trespass, vandalism and damage) and report them to the proper authority.
- Reports violations of Forest County Ordinances, as well as DNR Administrative Codes and State Statutes.
- Maintain a professional attitude and keep current on the latest technologies and innovations in recreation and trail maintenance.

- Perform any other program-related duties within the scope of responsibility and skill requirements for the job as assigned by the County Forest Administrator and County Forest Assistant Administrator.

### **III. Supervision**

Receive 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:** High school diploma. Working towards a two-year or four-year degree in Natural Resources, Recreation or Forestry is preferred.

**Experience:** Some experience in land management and recreation is preferred.

**Skills, Knowledge and Abilities:** Basic knowledge of multiple-use land management and recreation techniques, as well as the ability to use computers.

- Applicant should 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 relationship with the department, elected official and the general public.
- Ability to safely operate UTV's, mowers, chain saws, tractor and power hand tools.

**Licenses and Certifications:** Must possess and maintain a valid 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

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_