

CLASS TITLE: SUPERVISING FORESTER

Class Code: 02746500
Pay Grade: 29A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To manage an assigned section within the Department of Environment Management, Division of Forest Environment; to assist the Deputy Chief or Chief, Division of Forest Environment in the planning, direction and administration of a program of forest management and conservation on state owned and private lands and other natural areas; to assist in the administration of division programs, including forest management, operations and maintenance, forest fire programs, rural recreation and enforcement programs; to plan, coordinate and operate an assigned section within the Division of Forest Environment; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Deputy Chief or Chief of the Division with considerable latitude for the exercise of independent judgement; work is periodically reviewed through conferences and submitted reports for results obtained and compliance with established policies and objectives.

SUPERVISION EXERCISED: To be responsible for planning, directing, coordinating, supervising and reviewing the work of field and staff personnel professional, subprofessional, labor and clerical employees engaged in the program within an assigned section.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Deputy Chief or Chief, Division of Forest environment (Department of Environmental Management) in the planning, direction and administration of a program of forest management and conservation on state owned and private lands and other natural areas.

To assist in the administration of the forest fire protection, development and utilization of the forest resources of the state including forest fire prevention, detection and suppression in cooperation with local cities and towns and volunteer organizations.

To act as Deputy Chief or Chief of the Division, when authorized, in his/her absence including the direction of all divisional activities within an assigned section.

To be responsible for the maintenance of all divisional facilities, buildings, motor equipment, machinery, radio communication systems and all developmental and environmental projects within an assigned section.

To study and evaluate the resources of the state forests and forest lands and to make recommendations; for the conservation and proper use of such resources and related amenities; for the utilization of such resources in accordance with scientific and ecologically sound forest management principles; for the protection of such resources against fire, insects, diseases erosion and other depredations; for the development and enhancement of such resources through silvicultural treatment reforestation, reseeding and other methods to improve their condition and value.

To assist in administrating assistance programs with other agencies and local governments in urban programs relating to trees, green belts and environmental forestry.

To assist the Chief in the annual budget preparation and implementation on annual work programs.

To assist the Chief in drafting cooperative interstate and regional plans with various state and federal officials relative to general conservation of forest lands and the environment.

To be responsible for final development of training manuals, handbooks, operational plans, procedures and guides in forest fire control for divisional and local forest fire fighting personnel.

To compile data necessary for drafting projects under cooperative federal grant programs in Forest Fire Control, Forest Management, Urban and Community Forestry, Reforestation and other federal manpower grant programs.

As needed, to develop and implement training sessions for divisional personnel including occupational safety standards for all divisional operations.

To represent the Deputy Chief or Chief of the Division as requested.

To serve as Chairman of a Department of Environmental Management Council.

To administer personnel rules and regulations.

To be responsible for administering state laws related to forestry activities, use of state lands and forest fires.

To be knowledgeable of existing State rules and regulations as they pertain to division operations and to ensure compliance.

To be responsible for all state and federal programs within an assigned section.

To be responsible for division enforcement, recreation, insect and disease and educational programs within an assigned section.

As needed, to draft and review Environmental Impact Statements relative to forest resources.

To prepare monthly, annual and other progress reports as required, especially those required for federal aid cooperative programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and methods of forest management and conservation, and the ability to apply such knowledge in assisting the Deputy Chief or Chief in planning, directing and administering a statewide forest environment program; a working knowledge of the principles, practices and techniques of forest fire administration and preparedness, and the ability to apply such knowledge in assisting a superior in the prevention, detection, pre-suppression and suppression of forest fires; a working knowledge of state and local laws relating to forest taxation, forest fires and forestland development and utilization; the ability to interpret and implement divisional policies, rules and regulations; the ability to study and evaluate the resources of the state forest and forest lands, make recommendation, and prepare reports; the ability to assist the Deputy Chief or Chief by relieving him/her of administrative details; the ability to train, supervise and review the work of subordinates; the ability to develop and maintain good public relations; the ability to make decisions under emergency conditions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Forestry; and

Experience: Such as may have been gained through: considerable employment in a highly responsible administrative position coordinating various programs in forest management and conservation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: September 2, 1973

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