



POSITION DESCRIPTION KOOCHICHING COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Forest Resource Manager	Department: Land & Forestry Department	FLSA Status: Non -Exempt
Date: 10/2010	Job Evaluation Assignment C41	Immediate Supervisor's Position Title: Land Commissioner

Job Summary:

Under the direction of the Land Commissioner, the Forest Resource Manager is responsible for the management of assigned tax forfeited land forest resources in accordance with MN statutes and the County's Sustainable Forest Management Policy by planning, appraising and administering timber sales projects, planning and implementing forest development projects (e.g. roads, trails, reforestation or timber stand improvements), and planning and implementing park and recreation projects.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES management Policy

1. Designs, analyzes, plans and administers timber management and sales within the County.
 - Evaluates, utilizes and designs timber sale requirements and develops prescriptions based upon department objectives to optimize revenues while preserving and protecting the natural resources, recreation, wildlife and quality.
 - Prioritizes timber sale location according to condition of timber, sales revenue, proximity to access and markets, multiple use, establishes sale boundaries, and other related considerations.
 - Estimates timber volume and prepares sale contract specifications.
 - Conducts pre-harvest meetings with operators.
 - Makes changes in site plans as timber harvest proceeds based upon knowledge of site and resource conditions.
 - Monitors and coordinates contractor compliance with contract objectives and specifications.
 - Implements Forest Certification requirements of site activity and project planning during project selection, plans, inspections and post project activities.

2. Identifies, plans, layouts and administers forest development projects to increase timber productivity, improve wildlife habitats, protect forest health or improve public recreational needs/benefits.
 - Identifies and proposes projects for forest access for timber management activities or for public recreational needs.
 - Plans and implements reforestation projects.
 - Develops and maintains forest roads and trails.
 - Updates inventory with all harvest and forest development projects in assigned area(s).
 - Monitors contract compliance with development plans.
 - Proposes plans and participates in-site specific recreational projects.

3. Provides assistance in tax forfeited land sales; lays out easement/ROW permit alignment on County managed lands; assists Surveyor in reestablishing land survey corners, updating restoration documents and land survey records; assisting in the conduct of land sale appraisals, sales, exchanges acquisition, lease and land use permits; and inspects recreational leases for compliance.

4. Updates inventory records and maps using GIS and aerial photography. Prepares project plans and enters site inspections in project database.
5. Investigates timber trespass cases and monitors timber sale activity for compliance. Reports and takes action regarding contractor or other site hazardous waste deposits.
6. Deals with the public on a variety of issues and situations pertaining to forest management/timber sale activities or forest education in schools.
7. Drafts contract specifications and project proposals/grant applications for specific forest development project investments.
8. Conducts routine preventive maintenance and minor repairs to vehicles, equipment or facilities.
9. Performs other duties of a comparable level/type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma				Bachelor's Degree	
High school diploma or GED.				Major field of study or degree emphasis:	
1 yr post secondary			2 yrs post secondary		Forestry, Natural Resources or related subject area.
3 yrs college		x	4 yrs college		
1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of laws, statutes, regulations, and ordinances applicable to land management, contract compliance, and natural resources management operations and activities and timber sales. • Principles, practices and techniques of forestry management and silviculture as applicable to analysis and interpretation of forest inventories. • Knowledge of land and natural resource management theories, principles and fundamentals (e.g. dendrology, surveying, soil science, silviculture, forest diseases, insects, ecology, wildlife, harvesting, regeneration, marketing, fire management, recreation and land use management, appraisals, etc.). • Computer operation and use of GIS/GPS programs and/or applications. • Knowledge of state, regional and national agencies and resources available for land and forestry management. 	
2nd year graduate level					

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

Required Work Experience in Addition to Formal Education/Training:

Minimum of 1 year previous forestry management experience.

**LICENSE/
CERTIFICATION**

Identify licenses/certification required:

A Valid Minnesota Driver's License or evidence of mobility.

May be required to obtain licenses or certification or training after hire in:

Non-Commercial Pesticide Applicator License;

Explosive/FMG-BMP Training; Safety/First Aid/CPR Training.

**ESSENTIAL
SKILLS REQUIRED
TO PERFORM THE
WORK**

Skilled in:

- Planning, implementing and coordinating forest development plans and projects.
- Classifying forest types and ecological habitats using aerial photography, field observations, collected inventory data, tree species, volume, growth, mortality, forest insect and disease impacts.
- Applying sampling, photo interpretation and forest measurement techniques and equipment.
- Conflict resolution.
- Planning and conducting timber sales.
- Communication skills in dealing with contractors, county officials, other county personnel, representatives from other agencies, and the general public involving explaining department procedures, enforcement of project specifications, and monitoring contracted land management activities/projects.
- Using GIS data and information in creating and updating maps and databases.
- Applying best practices and principles to the implementation of land and natural resource management activities.
- Prioritizing work and assignments under minimal direction and supervision.
- Operating and using trucks, trailers, snowmobiles, ATV's, boats, snowshoes, chainsaws, explosives.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
	TOTAL	

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total:
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HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Unusual or hazardous working conditions related to performance of duties:

Duties involve a considerable proportion of time in the field walking in various terrains and weather conditions and forest conditions that may expose the employee to heavy brush, deep snow, insects, thin ice, and exposure to chemicals in site preparation, explosive materials, and heavy equipment operation. Operates snowmobiles, ATV's, and chain saws involving some risks.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk			x	
Sit			x	
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms				x
Climb or balance			x	
Stoop/kneel/crouch or crawl			x	
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds			x	
up to 50 pounds		x		
up to 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.



SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Classification History: C41

Date Board Adopted: October 26, 2010 2010/10-33 Job Study