



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Forestry Project Foreman  
Department: Forestry  
FLSA Status: Non - Exempt  
WC Code: 8601  
Effective Date: February 8, 2006  
Last Revised: April 26, 2017  
Pay Grade: NU10  
Union: Non-Union (Supervisory)

#### SUMMARY

Supervises and trains field personnel to accomplish silvicultural projects for the County; does related work as required. An employee in this classification is responsible for training and supervising semi to non-skilled laborers in Forestry practices and procedures. Work and supervision is performed under the general supervision of the Forestry Program Manager and/or Forester II who reviews the work primarily through results attained.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Trains and supervises employees in reforestation, pre-commercial thinning, site preparation, salvage logging, seedling protection, fire suppression, erosion control, herbicide application and other Forestry related projects.
2. Operates and maintains heavy equipment such as crawler tractor, motor grader and diesel tanker.
3. Assists with contract administrations for timber sales, hazard fuels reduction and cone harvesting.
4. Performs timber sale duties as needed. Duties may consist of assisting with timber cruising, establishing property lines, marking timber and/or unit boundaries, flagging, cutting and traversing preliminary haul road systems.
5. Records progress of projects either on aerial maps and/or forms.
6. Maintains accurate time, maintenance and safety records.

#### SUPERVISORY RESPONSIBILITIES

This position would be considered first-line supervision.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Considerable knowledge of

methods, practices and procedures used in surveying, reforestation, timber stand improvement, logging and timber sales; use and maintenance of Forestry heavy equipment and tools; safety practices and precautions in performing responsibilities; principles of supervision and personnel practices. Must be able to understand and follow oral and written instructions; establish and maintain effective working relationships with other employees, prepare accurate and complete records, exercise initiative and judgment in completing tasks and responsibilities; interpret and apply personnel rules and State laws pertaining to supervising the work of others. Must be knowledgeable in safety regulations and able to enforce safety procedures related to forest work activities.

#### EDUCATION AND EXPERIENCE

Associates Degree in Forestry or related field; and three years' experience in forest management and five years' experience in operating heavy equipment; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

#### JOB IMPACT

Financial loss or a lawsuit could occur from inappropriate safety considerations, training, supervision or disciplinary decisions. Problems encountered generally revolve around supervision and safety factors associated with unskilled, temporary and regular full time field workers. Perform projects safely in steep and rugged terrain.

#### JOB CONTACTS

Contacts are made with other County departments and other private or governmental forestry management entities for acquisition of equipment and coordinating projects.

#### LANGUAGE SKILLS

Communicate effectively both verbally and in writing; analyze and evaluate situations, determine solutions and implement plans; instructs crew members of duties to perform and able to communicate summaries of accomplishments to supervisors.

#### MATHEMATICAL SKILLS

Ability to solve a variety of problems, including but not limited to, conversion of various measurements formats, chemical mixture calculations and estimating timber volumes.

#### REASONING ABILITIES

Ability to compile information from training, classes and reports and utilize experience to make sound personnel and project related decisions.

#### OTHER SKILLS AND ABILITIES

Capable of operating heavy equipment, tools and instruments required to perform duties.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's license; safe driving record, Pesticide Applicator's License, Basic Fire Suppression and Fire Shelter Training Card and First Aid Certificate.

#### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

#### WORK ENVIRONMENT

Work is performed in the field and requires working in all types of weather conditions and various types of terrain and situations including steep slopes, rocky and moderate to heavy brush areas. Walking and carrying equipment and/or supplies is required along with working in close proximity to heavy equipment and timber falling operation.

#### PHYSICAL REQUIREMENTS

The physical requirements outlined 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. Incumbent must be fit enough to walk long distances on uneven terrain and limber/agile to negotiate obstacles and physical strength to lift 50 pounds.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 50lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe: view arial photographs			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>