



# 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 Program Manager  
Department: Forestry  
FLSA Status: Exempt  
Job Code: 2102  
WC Code: 8601  
Effective Date: February 8, 2006  
Last Revised: January 1, 2010  
Pay Grade: NU18  
Union: Non-Union (Management)

#### SUMMARY

Plans, organizes and directs the activities involved in forest land management, protection and development; does related work as required. An employee in this classification is responsible for the management of natural resources on lands owned or controlled by Josephine County. Work is performed under the general direction of the Board of County Commissioners who review work primarily on the basis of the assessment and accomplishment of established annual goals. Responsible for budget of approximately \$900,000 and 10-15 employees and the generation of approximately \$1,300,000 in revenues through timber sales and other resources.

#### 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. Administers and supervises timber sale process; reviews and monitors progress; implements and evaluates policies and procedures to comply with all County, State and Federal regulations. Upon completion of a project, incumbent is to review results with staff members to determine if improvements or practices can be improved or modified.
2. Plans, coordinates and participates in department work projects with the Foresters and Technicians which includes timber cruising, property line surveying, forest road engineering and logging system design.
3. Plans, organizes, implements, participates and administers in silvicultural functions; prepares and administers contracts for seedling acquisition, cone collections, seed extraction, site preparation, fertilizer application, hazard fuels reduction and other natural resource projects.
4. Establishes policies, guidelines and performance expectations for staff members; conducts annual evaluations for employee performance; responsible for hiring, training and discipline of employees.
5. Provides program for workers health and safety; Oversees OSHA Division 7 regulations.

6. Formulates and presents program budget to the Board of County Commissioners and the Budget Committee; monitors expenditures to remain within budgetary constraints and manages revenues generated from various sources.
7. Administers, enforces and monitors compliance of all activities related to the mining ordinance for Josephine County.
8. Meets and presents information to a Mining Advisory Board, and County Timber Advisory Board.
9. Issues public information notices and responds to inquiries from various public media groups. Represents the program for inquires, concerns and complaints from citizens.
10. Oversees timberland inventories for annual and long-range planning of timber harvests levels, reforestation requirements, silvicultural projects and hazard fuel reduction.
11. Provides assistance to the State of Oregon in the suppression of wild fire.
12. Responsible for drafting project contracts, advertisement, solicitation of bids and conducts auction or bid opening in accordance with County, State and Federal regulations.

#### SUPERVISORY RESPONSIBILITIES

Supervision is provided to the Forester, Forest Technicians, Forestry Specialist and clerical support staff, including assigning and reviewing work, evaluating performance, training, taking necessary disciplinary action and making hiring and termination decisions. Schedules Correction Work Crew duties.

#### 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. Thorough knowledge of the theories, practices, and principles of forest management. Considerable knowledge of the management of short and long range forestry programs; herbicide application; budgeting and recordkeeping; supervision and personnel practices. Ability to use computers, standard software applications, ArcGIS, GPS and forestry-related computer software.

#### EDUCATION AND EXPERIENCE

Bachelor's of Science degree in Forestry; and five years of progressively responsible work experience in forest land management which includes supervisory responsibilities; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

#### JOB IMPACT

Problems encountered revolve around formulating policy direction for various forestry programs. Other problems that require solutions are the economics of forestry as applied to resource management of forest lands and addressing new problems that arise in silvicultural treatment as a result of changes in the local environment. The consequence of errors could result in financial loss, litigation, damage to the environment and public embarrassment to the County. Personal injury and possible loss of life to employees, contractors or general public are possible due to faulty road layout, improper timber sale layout design and work policies.

#### JOB CONTACTS

Frequent contacts are made with federal and State agencies, timber industry companies, nurseries, property and home owners, utility companies and contractors to provide service, administer contracts, resolve problems and give and exchange information.

#### LANGUAGE SKILLS

Communicate effectively both verbally and in writing; analyze and evaluate situations, determine solutions and implement plans. Must prepare and interpret contracts and specifications for forestry related projects. Able to perform presentations to other County Divisions/Programs, various social organizations, other agencies and schools in promoting the Forestry Program and other forestry related topics.

### MATHEMATICAL SKILLS

Ability to solve complex calculations including, but not limited to, statistics, trigonometry, algebra, sampling, conversion of various measurements formats, accounting of timber volumes, appraisals and budgeting.

### REASONING ABILITIES

Ability to compile information from collected data, reports, research, and excerpts, and utilize experience to make sound land management decisions.

### OTHER SKILLS AND ABILITIES

Ability to use of forest management related instruments, equipment and machinery. Use initiative and judgment in completing tasks and responsibilities; organize, assign and supervise the work of subordinate employees; establish and maintain effective working relationships with employees, agencies, contractors, landowners and the public.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record, possession of a 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 a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

### WORK ENVIRONMENT

Work is performed both in the office and in the field. Field work involves walking over rugged terrain and exposure to adverse weather conditions. Position is impacted by heavy work flows that occur from program functions in progress simultaneously that have critical biological time frames and seasonal limitations. Additionally, the position is impacted by the need for extreme accuracy to fine detail in drafting and implementing revenue generating timber sale contracts. Work hours are often irregular and unpredictable in responding to issues and problems.

### PHYSICAL REQUIREMENTS

The physical demands 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. In the office, incumbent must be able to sit or stand for long durations and able to operate a computer keyboard. In the field, incumbent must be fit enough to walk long distances 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 checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" 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 checked="" type="checkbox"/>	<input 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 = 50</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Speech, Vision & Hearing

<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Viewing aerial photograph	
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes, normal	
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:	

### Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" 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"/>