

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

FORESTER

JOB DESCRIPTION

Employees in this job function as professional foresters completing a variety of assignments to protect, develop and maintain forestlands and their natural resources for ecological and economic purposes.

There are four classifications in this job.

Position Code Title - Forester-E

Forester 9

This is the entry level. As a trainee, the employee carries out a range of professional forester assignments while learning the methods of the work.

Forester 10

This is the intermediate level. The employee performs an expanding range of professional forester assignments in a developing capacity.

Forester P11

This is the experienced level. The employee performs a full range of professional forester assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title - Forester-A

Forester 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of Foresters and Forest Fire Officers, or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Coordinates and participates in the Forest Inventory program within an assigned work area by recommending assignment of compartments, monitoring management unit work progress, tracking for completion, ensuring mapping and coding consistency, preparing summaries, reports, collecting field inventory data, preparing maps, and writing standard prescriptions.

Evaluates and analyzes Forest Inventory data and forestry prescriptions to recommend management decisions.

Coordinates the compartment review and open house process for an assigned management unit.

Coordinates and participates in developing and reviewing the timber sale program to ensure that it meets ecosystem management guidelines.

Compiles annual timber sale preparations plans, monitors timber sale preparation progress, tracks sale completion, oversees the preparation of timber for sale in field (establishes timber sale boundary lines, cruises for volume, marks trees, determines acreage using GPS), oversees the preparation of timber sale proposals, administers timber sale contracts, and administers timber sale documents.

Provides oversight of the consultant program including the preparation of pre-bid packages and administering consultant contracts.

Analyzes inventory, timber sale, and other data for management decisions.

Examines, evaluates and makes recommendations for various land use permits and transactions.

Investigates, documents, and coordinates resolution of timber and other land use trespass.

Develops and/or analyzes recreational trail or facility proposals.

Serves as Department representative to the public regarding forest management activities.

Compiles data for measuring public need for, and benefits derived from, the use of state forest lands and activities.

Conducts insect and forest disease surveys and initiates controls when necessary.

Assists in wildfire suppression and prescribed burn programs.

Performs site reviews for oil & gas, and metallic/non-metallic programs including lease classification and evaluation.

Maintains records, and prepares reports and correspondence related to the work.

Prepares and tracks completion of forest treatment proposals.

Oversees environmental restoration projects. Provides oversight for reforestation activities.

Prepares timber and other value estimates for forest plots.

Performs related work as assigned.

#### Additional Job Duties

##### Forester 12 (Lead Worker)

Oversees work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving work related problems.

Coordinates work by scheduling assignments and overseeing the work of professional Foresters and/or Forest Fire Officers in a state forest area.

Oversees and assures the work quantity and quality flow for a specific state forest area by directing the subordinates' strict adherence to methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet the required needs of a specific forest management work area.

##### Forester 12 (Senior Worker)

Performs on a regular basis professional forester activities, which are recognized as the most complex as defined by universal Civil Service standards or as identified in Department-approved senior standards.

Provides oversight for reforestation activities by developing, planning, and monitoring these activities.

Conducts timber surveys designed to statistically sample forest growth and conditions on state-owned land.

Advises owners and prepares plans for management of private forest lands, including reforestation, timber management and harvest, and multiple use.

Develops plans and specifications for the completion of forest-type maps and sampling procedures in the field as a basis for timber and land management programs.

Reviews land exchange applications involving disposal of state-owned land and acquisition of privately owned land.

Coordinates the acquisition, use, and disposal of equipment used in forest fire control.

Oversees forest fire control/prevention activities in the assigned area.

Coordinates a statewide prescribed forest-burning program.

Provides technical assistance in the fire program to all field units.

Serves as Duty Officer to coordinate daily wildfire readiness of personnel and equipment during fire season.

Coordinate federal grant program(s) that provide financial assistance to local units of government to acquire wildfire suppression equipment.

Coordinate, organize, analyze, and disseminate wildfire statistics.

Assists in the development and administration of training and certification for the fire management programs statewide.

Coordinates cooperative forest management activities in the assigned area.

Provides technical assistance and land management plans to private owners. Makes recommendations on design features for purposes of vegetation establishment, erosion control and appearance.

Oversees environmental restoration projects.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of forestry management.

Knowledge of forest management practices as they relate to ecosystem management principles.

Knowledge of methods for surveying and mapping forest lands.

Knowledge of methods used to determine timber volumes.

Knowledge of forest pathology and entomology.

Knowledge of timber harvesting and utilization.

Knowledge of fundamental concepts of Geographic Information Systems.

Knowledge of timber cruise methods and timber appraisal.

Knowledge of forest fire suppression methods and techniques including prevention, detection, and suppression.

Knowledge of equipment necessary for fighting forest fires.

Knowledge of fire laws and other conservation laws and methods of enforcing them.  
Ability to apply knowledge of forestry to forest management activities and techniques.  
Ability to coordinate program activities.  
Ability to oversee forestry management and/or forest fire protections activities in an area of the state.  
Ability to train others in forest management methods and/or forest fire control techniques.  
Ability to use a Global Positioning System.  
Ability to maintain records, and prepare reports and correspondence related to the work.  
Ability to communicate effectively with others orally and in writing.  
Ability to maintain favorable public relations.

### Additional Knowledge, Skills, and Abilities

#### Forester P11

Ability to conduct technical forestry studies and prepare technical reports.

#### Forester 12 (Lead Worker)

Ability to set priorities and assign work to other professionals.

Ability to organize and coordinate the work of others.

#### Forester 12 (Senior Worker)

Ability to perform the most complex forester assignments.

### Working Conditions

Some jobs may require an employee to work at high elevations.

Some jobs require an employee to work in an environment that involves exposure to fire, smoke, unpleasant and noxious fumes, and odors.

Some jobs require an employee to be exposed to hazardous work environments

Some jobs require an employee to be exposed to inclement weather conditions

### Physical Requirements

Most positions require rigorous physical exertion including but not limited to traversing uneven, rugged terrain in inclement weather.

The job duties may require an employee to climb unusual heights.

The job duties require an employee to lift and/or move heavy objects.

### Education

Possession of a bachelor's degree in forestry.

### Experience

#### Forester 9

No specific type or amount is required.

### Forester 10

One year of professional experience in the protection, development and maintenance of forestlands equivalent to a Forester 9.

### Forester P11

Two years of professional experience in the protection, development and maintenance of forestlands, including one year equivalent to a Forester 10.

### Forester 12

Three years of professional experience in the protection, development and maintenance of forestlands, including one year equivalent to a Forester P11.

### Alternate Education and Experience

#### Forester 9 - 12

A bachelor's degree in a field of natural resources with not less than 24 semester (36 term) credits in forestry related courses may be substituted for the education requirement.

#### Forester 12

Additional experience equivalent to a Forest Fire Officer Supervisor beyond the four year minimum may be substituted at the rate of one year for 10 credit hours of NWCG training for up to 30 credits of the required training.

Completion of not less than 55 credits of National Wildfire Coordinating Group (NWCG) Wildland Fire Qualification curriculum, plus four years of experience equivalent to a Forest Fire Officer Supervisor in state service may be substituted for the education and experience requirement.

### Special Requirements, Licenses, and Certifications

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>	
FORESTER	FORESTER	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Forester-E	FORSTRE	H21-001
Forester-A	FORSTRA	H21-009

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