



City of Bremerton

## Forest Service Specialist/Forest Service Specialist Senior

<b>SALARY</b>	\$28.20 - \$38.45 Hourly	<b>LOCATION</b>	Bremerton, WA
<b>JOB TYPE</b>	REGULAR FULL-TIME	<b>JOB NUMBER</b>	2024-00051
<b>DEPARTMENT</b>	Public Works and Utilities	<b>DIVISION</b>	Forestry
<b>OPENING DATE</b>	09/11/2024	<b>CLOSING DATE</b>	Continuous – <b>First Review of Applications – September 25</b>

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### General Function

The City has one vacant Forest Service Specialist position. Depending on the qualifications of the successful candidate, the position may be filled as a Forest Service Specialist (\$28.20 - \$34.50 per hour) or Forest Service Specialist Senior (\$31.41 - \$38.45 per hour).

The salary indicated above includes longevity (1% earned after five years and increases to a maximum of 4% after 20 years).

#### **FOREST SERVICE SPECIALIST:**

Assists with forestry maintenance tasks including road maintenance, culvert maintenance, bridge maintenance, hauling, and loading; cleaning, herbicide application, material/ equipment/supplies pick-up, delivery and storage. Applies biosolids as instructed. Maintains or improves structures, access points, and facilities. Operates a variety of specialized equipment. Performs record keeping and reporting using computer. Occasionally assists other Public Works divisions with projects and maintenance tasks if assigned.

#### **Distinguishing Features:**

The Forestry Service Specialist classification is characterized by the application of technical experience and skills to provide support for the City's forest and biosolids programs. Work will be accomplished both independently and in conjunction with employees of equal and higher grade. This position provides an opportunity to gain experience in the City's Forestry function.

#### **FOREST SERVICE SPECIALIST SENIOR:**

Under general direction of the Forestry Service Specialist Supervisor operates specialized heavy equipment and performs maintenance and repair work to assure smooth operation of City owned forest lands. Assist in forestry related operations such as road construction, plantation maintenance, water quality issues and biosolids operations.

### Representative Essential Duties and Responsibilities

(Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

## **FOREST SERVICE SPECIALIST:**

Operates heavy and specialized equipment such as front end loader, biosolids applicator truck, ten-yard trucks and backhoes.

Operates chainsaws, weed eaters, spray equipment, mowers and other small equipment and hand tools to maintain forest roads, plantations, water systems, and park areas.

Assists in maintaining the 8300 acre watershed (tree farm), timber harvest, revenue generation, and maintains security in conjunction with the Bremerton Police Department (BPD).

Protects water quality in the Union River Basin.

Assists Forestry supervisor with technical forestry projects; (timber harvest (logging) field layout in conjunction with using FPA regulations, surveying & traversing section lines - property lines & timber polygons, reforestation, plantation maintenance, timber inventory data, construction projects, contract compliance, danger tree removal, City of Bremerton Wildfire Management Guidelines Plan, etc.)

Maintains recreational facilities (Jarstad Park and Gold Mt. Golf Course) for public use.

Maintains the wildlife program to lessen damage to timber stands and plantations.

Other projects such as: clearing property for utility pump sites, educational sites for Bremerton Fire Dept., Police Pistol Range site, cleaning basins or projects for fish rearing programs, etc.

Assists in operation of the City's Biosolids Program, including field application and record-keeping.

Assists in maintenance of forest roads.

Assists in watershed protection, including physical security and wildfire prevention and suppression.

Flags traffic.

Supervises temporary workers engaged in forestry maintenance activities.

Performs other related duties as assigned.

### **Other Duties**

- **Regular attendance is an essential requirement**
- **Performs related work as assigned and/or required**

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES (Entry Requirements)**

#### **Knowledge of:**

- City policies and procedures.
- Washington State Forest Practice Acts Regulations, Biosolids – Federal, State, and Local regulations.
- Forestry (plantation maintenance, traversing, timber sale layout, reforestation).
- Operation of heavy equipment (grader, excavator, roadside brusher, back hoe, dump trucks, biosolids application truck, loader & D-6 Cat Dozer, fire brush engine, fire suppression equipment) efficiently with safety.

- Fire suppression (reporting, fire response and use of equipment), road construction (culvert installation, grading, use of proper materials).
- Herbicides and calibrating application rates.
- Drainage and erosion control.
- Road building materials and road maintenance.
- Computer programs including Microsoft Word, Excel, ArcView GIS software, mapping software, data management, and specific programs related to forestry operations and maintenance.
- Personal safety and personal protective equipment (PPE).
- Forest road construction, stream crossing structures, and general road maintenance.

**Ability to:**

- Operate complex equipment, (backhoes, excavators, loaders, grader, brusher, biosolids application equipment, dump trucks, chipper, scat trax, and hand operated power tools) efficiently and safely.
- Train other employees in the operation of equipment.
- Interpret and use maps and aerial photos including reading technical information and apply that information in a workable situation.
- Work safely when working with other employees or independently.
- Work with other City Divisions or agencies to complete work projects.
- Create and use complex mathematical equations for forestry applications and biosolids data analysis.
- Use computer software to generate forms that do complex math equations automatically when entering factors.
- Establish effective working relationships with co-workers, other departments, and the general public.
- Ability to express ideas clearly and concisely both orally and in writing.

**FOREST SERVICE SPECIALIST SENIOR:**

Performs general and technical forestry tasks both independently and with other employees.

Operates equipment and tools for road maintenance, timber harvest location and plantation maintenance.

Assists the Forestry supervisor with maintaining the 8,400-acre watershed (tree farm), timber harvest, revenue generation.

Assists Forestry supervisor with technical forestry projects; timber harvest (logging) field layout in conjunction with following FPA regulations, traversing section lines and property lines & timber polygons, reforestation, plantation maintenance, timber inventory data, construction projects, contract compliance, dangerous tree removal, and Wildfire Management Guidelines Plan.

Protects water quality in the Union River Basin by monitoring sensitive areas for erosion and road and bridge surface condition. Removes storm debris to maintain free flowing water through ditches and culverts. Ensures BMP'S are in place and being followed for roads throughout the year.

Implements road maintenance and construction projects for 60+ miles of forest roads (layout, culvert installations, resurfacing, grading, erosion controls and brush control mechanical and chemical applications).

Assists in managing the Forest Enhancement Program to maintain 100% utilization of biosolids on City of Bremerton application land. Completes monthly biosolid application record by area.

Assists with the maintenance of approximately 25 miles of biosolid trails, including cutting trails and spraying for invasive species.

Operates equipment (grader, dump truck, brusher, excavator, backhoe, front loader, etc.) to maintain the application area trails by pulling ditches and grading road surfaces, applying rock where necessary, spraying sides of road, laying rock for the ramp and ponds, layout and construct roads in new application areas.

Maintains and operates biosolid applicator truck, performs pre-check, greases fans and belts, tests for debris to prevent catastrophic failure.

Troubleshoots and schedules repair of equipment breakdowns, and transports equipment to Oyster Bay facility.

Assists Bremerton Police Department with maintaining security of the Watershed. Manages and monitors game cameras, document trespasses and report. Documents illegal trails, and mitigate. Investigates and reports suspicious activity to authorities.

Maintains the wildlife program to lessen damage to timber stands and plantations. Monitors and reports beaver activity and bear damage. Coordinates annual bear food delivery. Prepares bear feeding stations, monitors bear activity and places feeders in appropriate areas. Monitors and places food in feeding stations once to twice a week depending on activity. Documents bear feeding station use for possible relocation.

Fire suppression (reporting, fire response and use of equipment under direction of the Supervisor, Manager, Bremerton Fire and DNR). This may entail operating dozer, water truck, cutting in roads for fire containment, and fire watch.

Operates and maintains power tools and small hand tools for plantation maintenance including reforestation, brush control, and pruning. Applies herbicides to plantation and roadsides.

Other projects such as: clearing property for utility pump sites, educational presentations to school groups and others.

Coordinate and assist with Annual Fishing Day with the Pogeys.

Trains other employees in the safe operation of equipment.

Works with the tribe on the fish rearing program.

Other Duties

- Regular attendance is an essential requirement
- Performs related work as assigned and/or required

## **KNOWLEDGE, SKILLS and ABILITIES (Entry Requirements)**

### **Knowledge of:**

- City policies and procedures.
- Washington State Forest Practice Acts Regulations, Biosolids – Federal, State, and Local regulations.
- Forestry (plantation maintenance, traversing/GPS, timber sale layout, reforestation).
- Operating heavy equipment (grader, excavator, roadside brusher, backhoe, dump trucks, biosolid application truck, loader, dozer, compactor, fire brush engine, fire suppression equipment) efficiently and safely.
- Fire suppression reporting, fire line construction and response.
- Herbicides and calibrating application rates.  
Drainage and erosion control.
- Stream crossing structures, road building materials and road maintenance and construction.
- Computer programs including Microsoft Word, Excel, TEAMS, ArcView GIS software, mapping software, data management, and specific programs related to forestry operations and maintenance.
- Personal safety equipment (PPE).
- When, where and how to apply biosolids.

**Ability to:**

- Operate complex equipment including backhoes, excavators, loaders, grader, brusher, biosolid application equipment, dump trucks, chipper, scat trax, and hand operated power tools.
- Interpret and use maps and aerial photos including reading technical information and apply that information in a workable situation.
- Create and use complex mathematical equations for forestry applications and biosolids data analysis.
- Coordinate the different flagging or spray paint associated with streams, timber harvest boundaries, roads and other forest practice activities and other tasks.
- Use computer software to generate forms.
- The ability to foster positive, productive working relationships with both internal employees/customers and external customers.
- Ability to communicate effectively both orally and in writing.

**Qualifying Education and Experience (Minimum Requirements)****FOREST SERVICE SPECIALIST:**

Any combination of education and experience equivalent to a high school diploma or G.E.D. and one year experience in a forestry environment or related field (public works, streets, utilities, or parks) with which involved construction and heavy equipment operation.

**Special Requirements**

- Valid Washington State Driver's License.
- CDL Class A Combination & tanker endorsements will be required within one year of employment.
- Possession of or ability to obtain within 12 months Washington State Department of Natural Resources Equipment Operator Training.
- Possession of a valid Washington State Department of Agriculture Pesticide License or must be obtained within one year of hire.
- Flagger card, First Aid, confined space entry & CPR certifications.

**FOREST SERVICE SPECIALIST SENIOR:**

Any combination of education and experience equivalent to a high school diploma or G.E.D. and 2 years' experience in forest environment or related field, public works, street, utilities, park with construction of heavy equipment operation.

**Special Requirements**

- Valid Washington State Driver's License.
- Possession of or ability to obtain a valid CDL Class A Combination with tanker endorsements within one year of employment.
- Possession of or ability to obtain within 12 months Washington State Department of Natural Resources Operator Training.
- Possession of or ability to obtain within 6 months a valid Washington State Department of Agriculture Pesticide License.
- Flagger card, First Aid, confined space entry & CPR certifications. (Training will be provided by the City.)

**FOREST SERVICE SPECIALIST & FOREST SERVICE SPECIALIST SENIOR:****Physical Requirements**

- Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

- Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Crawling. Moving about on hands and knees or hands and feet.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.

### **Working Conditions**

- The worker is subject to outside environmental conditions. No effective protection from the weather.
- The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- Works on call with 24-hour call back as assigned and ability to respond within 30 minutes of the call-out.

### **Examination Process and Required Documents**

The City of Bremerton is committed to integrating diverse perspectives into our workplace culture and encourages our employees to bring their whole, authentic selves to work. We strive to create a diverse team that allows us to effectively connect to the community we serve.

Applicants can apply on-line at <http://www.BremertonWA.gov/169/Current-Jobs>, or application packets may be obtained from the Human Resources Department, Cobweb, or by calling (360) 473-5348. **FIRST REVIEW OF APPLICATIONS - SEPTEMBER 25.**

**Required Application Materials:** City application and personal résumé are required. Incomplete application packets will not be considered. Required application materials must be returned to the Human Resources Office by 5:00 p.m. on the closing date. The City of Bremerton is NOT responsible for errors of any kind with faxed or e-mailed application packets. Original signature is required on paper application forms. It is the responsibility of the applicant to carefully list all pertinent experience and training.

**Appraisal of Experience and Education/Training:** At this initial review, application packets may be evaluated entirely on the basis of information you provided in the completed City application form. Applicants should include all relevant information on the City application. Applicant's education, training, and experience will be assessed. The passing score is 70%. The top qualifying candidates will be invited to participate further in the examination process. Meeting or exceeding qualifications does not guarantee the applicant will be invited to participate in the oral examination process.

**Oral Examination:** A panel will evaluate the applicant's training, experience, and ability to perform the job. Placement on the eligibility list is determined by weighted examination scores as follows:

Appraisal of application packet regarding Experience and Education/Training - Passing Score 70% - Weight 40% Oral Examination - Passing Score 70% - Weight 60%

Applicants must achieve a score of 70% or better on each portion of the exam in order to be placed on the hiring list.

**Employee Preference:** Regular City employees applying for and passing an Open Examination will have seven point five (7.5) percent of their PASSING score added to establish their final score.

**Veteran's Preference:** Veterans, who have passed an examination, shall be entitled to preference pursuant to Chapter 41.04 RCW.

**NOTE TO APPLICANTS WITH DISABILITIES:** Applicants with disabilities who will need special accommodation for examination must advise Human Resources no later than one (1) week prior to the scheduled examination so that appropriate arrangements can be made. (360) 473-5348.

## **LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

**Fair Labor Standards Act:** The classification is non-exempt under the laws of Fair Labor Standards Act minimum wage and overtime provisions.

**Representation:** The classification is included in the bargaining unit pursuant to the Recognition Article of the current labor agreement between the City of Bremerton and the Teamsters Local 589.

**Civil Service:** The classification is excluded from the City's Civil Service System.

**Appointment and Removal Authority:** The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Human Resources Policies.

**This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.**

## **Benefits**

### **MEDICAL AND DENTAL INSURANCE**

Effective the first of the month following the date of hire, regular employees are eligible for the City's medical and dental

plans. Employees are also eligible for vision insurance on the first day of the month in which the third consecutive monthly premium payment is made on their behalf.

Currently, the City pays the premium for your choice of one of two health insurance plans, Kaiser Permanente or Regence HealthFirst 250 Plan. To cover dependents employee's pay 20% of the dependent premium. Dependents may be added when you are hired, within 30 days of birth or adoption, during the annual open enrollment, or if you have a qualifying event (e.g. marriage, divorce, spouse loss of job or medical coverage). Detailed coverage and rate information is available from Human Resources.

The City provides a dental plan through Washington Dental Service for employee and dependents at no cost to the employee. Dependents can be added when hired, within 30 days of birth or adoption, or at annual open enrollment.

### **STIPEND IN LIEU OF MEDICAL COVERAGE**

An employee who waives the right to obtain medical insurance coverage through the City and who provides proof of credible coverage through his/her spouse or other source shall be entitled to receive a a monthly stipend as outlined below:

Employee Only	\$250.00
Employee & Spouse	\$300.00
Employee, Spouse & 1 Dependent	\$350.00
Employee, Spouse & 2 Dependents	\$400.00
Employee & 1 Dependent	\$300.00
Employee & 2 Dependents	\$350.00

Employees are required to notify Human Resources, in writing, of their desire to waive medical coverage.

### **TEAMSTERS WELFARE TRUST VISION BENEFIT PLAN**

Eligible candidates must participate. See Summary Plan Description for details.

### **LIFE INSURANCE**

Life Insurance is available at the employee's expense in amounts from \$10,000 to \$500,000. You may enroll when hired or at annual open enrollment.

### **VOLUNTARY LONG-TERM DISABILITY (LTD)**

LTD coverage is available at the employee's expense. LTD will pay you up to 60% of your salary if you become disabled for more than 90 days due to the same or a related sickness or injury, which must be accumulated within a 180 day period.

### **RETIREMENT**

The City provides a comprehensive retirement program through the Public Employment Retirement System (PERS) or Public Safety Employees Retirement System (PSERS). If you have an account established in PERS prior to October 1, 1977, Plan 1 would apply or after October 1, 1977, Plan 2 would apply. Effective September 1, 2002, you have the option of Plan 2 or Plan 3. You have 90 days from your employment date to choose between Plan 2 and Plan 3. If you have not decided within 90 days of employment, you will automatically be enrolled in Plan 3, Option A, at 5%. PSERS Plan 2 was created by the 2004 Legislature for certain public employees whose jobs contain a high degree of physical risk to their own personal safety. Employees hired into eligible PSERS positions on or after July 1, 2006 will automatically become members of PSERS. The PERS plans 1 and 2 are defined benefit plans to be taken when you qualify for retirement. Service credit and average final compensation with a minimum of 5 years service for vesting determine the amount of the benefit. Plan 3 is a

combination of defined benefit plan and a defined contribution plan. See your plan booklets for further information

## **DEFERRED COMPENSATION**

You may choose from three different plans. You may contribute with a minimum of \$30 per month and a maximum annual contribution of \$23,000.

For additional benefit information, click [here](#).

## **Equal Employment Opportunity Statement**

It is the policy of the City of Bremerton to offer equal employment opportunity to all individuals. The City of Bremerton will administer all actions with respect to employment practices in compliance with federal, state and local laws, and will not discriminate in any employment practice on the basis of age (40+), sex, race, creed, color, national origin, sexual orientation/gender identity, marital status, military status, or the presence of any physical, mental or sensory disability.

## **ADA Statement**

The City of Bremerton does not discriminate on the basis of disability in programs and activities, which it operates pursuant to the requirements of the Americans with Disabilities Act of 1990, and ADA Amendments Act. This policy extends to both employment and admission to participation in the programs, services and activities of the City of Bremerton. Reasonable accommodation for employees or applicants for employment will be provided.

**The City of Bremerton is proud to be an Equal Employment Opportunity Employer committed to a diverse workforce.**

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### **Agency**

City of Bremerton

### **Address**

345 6th Street, Suite 100  
Bremerton, Washington, 98337

### **Phone**

360-473-5846

### **Website**

<http://www.ci.bremerton.wa.us>