



**CITY OF BREMERTON**  
invites applications for the position of:

## **Forestry Manager**

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**SALARY:** \$102,434.16 - \$124,805.76 Annually  
**OPENING DATE:** 07/26/22  
**CLOSING DATE:** Continuous - **First review of applications August 16**  
**GENERAL FUNCTION:**

Manages the Forestry Division of the Department of Public Works and Utilities. Responsible for all aspects of management of the City's 8,400-Acres of Utility and Forest lands outside the urban boundaries of the City. This includes developing and implementing sustained yield forest management, biosolids utilization programs, and drinking water protection in conformance with applicable statutes, regulations, and administrative policies.

### **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.)

**Division Management:** Prepares budget requests; determines annual work program; evaluates material, equipment, and personnel needs; directs work performed by division personnel and work to be contracted to outside vendors. Selects, trains and evaluates personnel and reviews personnel actions of the supervisor. Implements and directs division operating, personnel, safety, performance standards and financial policies and procedures. Assures that all division work is performed in compliance with local, regional, state and federal regulations; prepares reports, obtains permits and other regulatory documents, as needed.

**Forestry/Biosolids:** Researches, quantifies activity levels and costs of existing operations and identifies sustained yield forestry and biosolids utilization program alternatives. Takes actions needed to implement program, funding, policy and procedural changes. Directs road building and improvements projects associated with program needs. Administers and directs reforestation and plantation maintenance projects needed to sustain and improve timber lands. Plans and directs activity related to site improvements and biosolids application rates. Supervises utilization site operations; directs forest land vegetation and animal controls, structures and equipment maintenance and repair work. Assures land security and wildfire protection and response, coordinates emergency response operations during floods, slides, accidents, and fires.

**Special Projects:** Gathers information, plans and initiates actions needed for timber harvesting; site development and capital improvements. Prepares specifications, contract language, obtains permits and authorizations and monitors project progress. Takes action needed to implement approved projects; schedules and assigns implementation activity. Evaluates progress and submits reports and other project documentation as needed. Provides technical support to others when necessary to process forestry and biosolids utilization project materials. Coordinates program operations and plans with those of other agencies in the region. Serves as liaison between the City and external agencies on forestry and biosolids utilization operations.

**Land Management:** Manages easements, leases, licenses and purchase and sale of property within and adjacent to utility lands outside the urban boundaries of the City. Leasing and licensing includes communication towers, electric and gas utilities, Tribal fisheries, and the Gold Mountain Golf Course. Works closely with the Legal Department and Department of Community Development to address enforcement issues such as site cleanup and encroachment.

**Inter-departmental and Inter-Agency Coordination:** Provides written and verbal information to internal and external sources on program operations and future plans. Coordinates program operations and plans with those of other agencies in the region. Serves as liaison between the City and regulatory agencies on matters involving forestry and biosolids programs of the City.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Principles, practices and methods of forest management and timber harvesting;
- Fundamental intent and basic provisions of federal and state legislative forestry, water and biosolids application enactments;
- General purposes of forestry and biosolids utilization policy documents and procedures, including long-range plans, ordinances, regulatory reviews, and contracting procedures;
- Techniques used for forest road engineering and surveying; forest fire protection and suppression; operating equipment in forestry and biosolids utilization operations; water quality and watershed management;
- Techniques used in assuring vendor compliance with provisions of major utility services contracts;
- Management, personnel and ethical practices as they apply to forestry and biosolids utilization program operations.
- Apply professional forest management and biosolids utilization principles based on scientific, technical and regulatory information;
- Interpret and apply complex governmental policy intent and/or specific regulatory provisions to general and specific conditions;
- Evaluate, plan and establish a proper sequence of action for program personnel to accomplish goals;
- Provide verbal and written information, advice and directives to a wide variety of people and officials;
- Operate or learn to operate modern microcomputer and telecommunications equipment and systems;
- Clearly, persuasively and ethically communicate ideas and assert a point of view in complex or controversial situations;
- Develop and implement forest management and biosolids utilization operating methods which provide a high degree of environmental and human safety.

### **QUALIFYING EDUCATION AND EXPERIENCE (MINIMUM REQUIREMENTS):**

**Any combination equivalent to:** Combined training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the work required (with reasonable accommodation, if necessary). In the forestry profession, a person with the following combined training and experience would typically qualify to compete in a selection process:

Graduation from an accredited college or university with a bachelor's degree in Forest Management or a closely related field and five (5) years of full-time experience in forest management work, at least one of which involved supervision of forest maintenance or timber harvesting activities.

### **REQUIRED LICENSES AND CERTIFICATIONS**

A valid Washington State Driver's License and a Washington State Department of Agriculture Pesticide Operator's License (Forest Environment) are required and must be obtained prior to or within 12 months of date of appointment.

## **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.

**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 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.

**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 position qualifies for exemption from the Fair Labor Standards Act minimum wage and overtime provisions under the Act's Administrative Employees exemptions.

**Representation:** The classification is exempt from 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 not included in 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.

**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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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ci.bremerton.wa.us>

Position #2022-00037  
FORESTRY MANAGER  
DK

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Bremerton, WA 98337  
360-473-5846

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