

# STATE OF MONTANA JOB DESCRIPTION



*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title:** Forester 2

**Working Title:** Management Forester 2

**Position Number:** 57600128, 57660993, 57600014, 57660924, 57660055, 57660915, 57600019, 57660157, 57660380, 57660985, 57660926, 57660994, 57600018, 57660155, 57660045, 57660045, 57660075, 57660651

**Level:** 2

**Division and Bureau:** Trust Lands Management Division

**Job Code Number:** E13022

**Section and Unit:** Various

**Location:** Various

**FLSA Status:**  Non-Exempt  Exempt

**Work Unit Overview:** The mission of the Department of Natural Resources and Conservation (DNRC) is to ensure that State and private lands and water resources provide benefits for present and future generations.

**Job Overview:** These positions perform advanced professional forest management activities under the general supervision of the Unit Forest Management Supervisor.

The incumbent independently plans, coordinates, and implements projects necessary to sell timber or related products from trust lands to provide income to the various trusts. These projects are complex and must be designed on a case-by-case basis to conform to numerous constraints and respond to multiple issues. Each project must be analyzed under Montana Environmental Policy Act (MEPA) rules and will require the preparation of document(s) disclosing the adequate level of analysis for each project and may require preparation of an Environmental Impact Statement. This position would serve as the Project Leader for preparation of complex, large-volume forest product sales, timber permits, and other forest product sales.

**Essential Functions (Major Duties or Responsibilities):** *These job functions are the essential duties of the position and are not all-inclusive of all the duties that may be assigned to the incumbent.*

**A. Trust Land Management**

**80%**

Independently plan, coordinate and evaluate activities on state endowment trust lands and other state and federal lands to maximize net revenue, to provide for the sustainable use of the land and associated resources, and to ensure adherence to state and federal laws and regulations.

1. Coordinate and perform inventory monitoring to identify and prioritize timber sales and maintain Trust Land databases by extracting reports, performing GIS analysis, and conducting fieldwork to verify and update records.
2. Implement timber sales by serving as Montana Environmental Policy Act (MEPA) project leader (documentation, public comment, assessment) and negotiating and administering contracts.
3. Analyze data to develop permits, resource protection plans, resource improvement projects, or implement compliance actions.
4. Establish project boundaries, negotiate access easements.
5. Design specifications for aerial and/or ground-based logging systems.
6. Design /maintain road systems, stream crossings and bridges or reconstruction specifications for state land and or/adjacent ownership.
7. Supervise implementation of timber-volume cruise designs and marking with seasonal forestry technicians and supervise and participate in other sale layout activities
8. Implement the habitat conservation plan and ensure compliance with silvicultural prescriptions.
9. Inventory and monitor land resources to assess conditions, trends and concerns, and complete statistical analyses, technical research, and financial analyses to determine the highest returns.
10. Prepare technical written reports concerning the impact of projects and prepare all sale-package documents for Land Office and Forest Management Bureau review and distribution. These include the Silvicultural Prescription, MEPA documents, Timber Sale Contract, Prospectus, Notice of Sale, Summary of Actions and other summaries of timber values, cruise documentation, forest improvement appraisal, road and logging costs, and specifications.
11. Review and evaluate plans and proposals for technical accuracy and make recommendations to management on the feasibility of proposals covering their area of expertise.
12. Work within assigned allocation of budget and capital while ensuring harvest goals are met.
13. Respond to inquiries or requests for technical assistance regarding the development, interpretation or implementation of rules, regulations and department programs.
14. Coordinate and participate in public hearings, monitor input from industry, affected groups and the public, obtain data and recommend strategies or actions.
15. Mitigate disputes with private landowners, contractors or general public, escalating when needed.
16. Determine and oversee forest improvement treatments on assigned parcels including thinning, timber stand improvement hazard and fuels reduction, weed spraying, road maintenance needs and planting after timber sales or as needed.
17. Perform activities in wildland-fire management that relate to the responsibilities of the Unit; coordinate non-complex burns with county and burn plans.

**D. Other Duties as Assigned**

**20%**

This position performs a variety of other duties in support of ongoing Division and Department operations including assisting with initial attack and other fire suppression, prescribed fire, and other non-trust Forestry Program as needed.

**Supervision: N/A**

\*It is not expected that this position will supervise staff.

**Minimum Qualifications (Education and Experience):**

Please check the one box that indicates the **minimum** level of education needed for this job:

- |  |   |
|--|---|
| <input type="checkbox"/> No education required                             | <input type="checkbox"/> 2-year job-related college or vocational training resulting in an Associate's Degree |
| <input type="checkbox"/> High school diploma or equivalent                 | <input checked="" type="checkbox"/> College degree (Bachelor's)   |
| <input type="checkbox"/> 1-year job-related college or vocational training | <input type="checkbox"/> Post-graduate degree or equivalent (e.g. Master's, JD)                               |

**Required knowledge, skills, and abilities:**

The required knowledge, skills and abilities are acquired through a bachelor's degree in Forest Management or a related resource management field and 3-4 years of progressively responsible job-related professional experience in forest management.

The position requires extensive knowledge of forest management principles and practices; equipment and techniques used in forest management projects and operations; forest practices and hazard reduction laws, Administrative Rules, standards, guidelines, policies and procedures related to forest management operations and activities; and considerable knowledge of the Montana Environmental Policy Act and related laws and rules governing natural resource management. Knowledge of the terminology, principles, methods and approaches used in silviculture, ecology, hydrology, wildlife and fisheries biology. Specific knowledge of plant taxonomy, habitat typing, timber cruising, log scaling, harvesting systems, data collection and sampling techniques; road design and layout; fire behavior, fire suppression techniques, land surveying and timber appraisal procedures. The position also requires knowledge of DNRC and State Personnel policies, procedures, precedents, organizational structures, employment law conflict resolution and program requirements.

An essential function of the position is the ability to pass an arduous pack test as well as be capable of vigorous physical activity in all types of weather. The position requires working alone in the field, including winter conditions (using tire chains) and navigating with a map and compass.

The position requires skill in the use and operation of tools, equipment and vehicles used in wildland fire control, forest management activities and field office operations; operation of 4-wheel drive vehicles, ATVs/UTVs and skill in the use of computer hardware and software related to forest management business operations (word processing, spreadsheets, internet, e-mail and smart devices) and specialized resource management software.

The position requires the ability to communicate effectively verbally and in writing to individuals, groups and representatives from other organizations; the ability to coordinate and direct multiple resources to complete work objectives, work on multiple projects simultaneously; work well with others and maintain a positive working environment. The position often works independently and requires critical thinking skills as they work in remote work conditions and may encounter various hazards throughout a typical workday including wildlife, road conditions, hazardous terrain and encounters with the public in various high-tension settings that may require de-escalation and conflict resolution.

**Special Requirements:**

List any other special required information for this position

- |                          |                   |                                     |                        |
|--------------------------|-------------------|-------------------------------------|------------------------|
| <input type="checkbox"/> | Fingerprint check | <input checked="" type="checkbox"/> | Valid driver's license |
| <input type="checkbox"/> | Background check  | <input type="checkbox"/>            | Other; Describe        |

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Division Administrator</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

My signature below indicates that Human Resources has reviewed this job description for completeness.

HR Manager

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<b>Signature</b>	<b>Title</b>	<b>Date</b>
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Evaluation notes:

These positions will and do perform the same duties and a level 1 forester but are more advanced. While all of these forest management plans are complex in nature, this level of forester will handle the more complex issues, as they have more experience. They work more independently with less oversight and assistance from their direct supervisor. They manage their area budget allocations and ensure they meet their assigned annual yields, while coordinating efforts with other land offices and foresters within their unit.

Notes from focus group meeting 2/6/2020:

This position looks for future sales and permits and plans for thinning and planting opportunities in their perspective units.

Number one priority for this position are timber targets (sales). Look at GIS inventory, outside walking grounds/units/areas. Thinning involves looking at the volume, knowing the market; figure out a harvest system, and construct road system. Planting- if there is a fire, we plant right away, non-fire, follow the harvest to see if specific species need replaced, look at natural regeneration.

Position has to look at logging costs – contractor to mill costs; watch index of values at the mills; identify priority areas...each unit and year could be different, really starts with the volume of the unit.

The proportion of time for timber improvement and thinning/planting is probably 70/30%.

Time spent with the techs is about 50-60% of the time. This position oversees the techs. The techs may paint lines that the forester have already marked but in order to the marking, you need someone with the experience and education to do the cruising and boundaries. They need to be able to utilize the data and mark appropriately.

Timber sales – inventory is housed in the bureau data set (GIS). The position will look at the data to determine a sale. They look at projects that are a best fit, reviewing stand level and all the model data in the system (insect, disease, etc.). If there is a harvest, they reset the data in the system. They look at the habitation plans going back 50 years to see previous plans.

Access drives a lot of the plans. Access to tribal lands we have now, we may not have in the future. We have to plan with ranchers as well for legal access.

We have to know the feasibility of a sale, the slopes, etc. and address everything to plan for the next 70 years.

There is a public process that has to be followed. This position is the project leader for those contracts. They pull teams together and work independently to drive that process. They pencil out roads and processes then work through MEPA to finalize the implementation.

This position could be working on 3-5 projects/contracts at one time. They write the contracts and updates; work within the MEPA process, work with the land board. They represent the agency in their area. They collaborate with contractors, landowners and communities for easements and access.

They represent the agency on the policy level items, small committees and meeting at the local level. Annual budgets and targets go out to the area field offices and staff synthesize those targets. It is policy that's governed by legislature. MEPA flushes out the problems and from there issues get elevated. This position knows who to call when there are issues that are at a higher level, they don't try to handle those by themselves.

Controversial issues that they may handle would be road use and how it impacts the forest around the landowner's properties. This position will weigh out the variables...if someone wants to save three trees, we will look at the overall project to see the full impact and make a decision. There is a lot of diffusing and discussions with landowners. We may also get a cranky contractor and you have to work to diffuse those situations.

This position is also responsible for weed spraying which can be controversial with some landowners.

Each person is responsible for their own unit burning (prescribed fire). They coordinate with county, make burn plans, etc. The expectation for each person is to assist with fires in busy seasons. Some will help with food and other all the way down to helping on the line.

The supervisors for these positions do the larger level planning. They have say, three sections, and each person selling or maintaining their perspective sections, the supervisor supports the overall planning of each section and makes sure they in compliance and their plans makes sense. They answer questions and provide overall guidance to this level of employees.

These positions require a bachelor degree in order to do the work they do. They really need about 3-5 seasons of experience but the bachelor degree gives them the knowledge they need to understand the job.

