



FORESTER IV

CHARACTERISTICS OF WORK:

This is supervisory and administrative work in directing a major phase of a statewide forestry program. The duties are often technical in nature, not only requiring the application of techniques that are well standardized, but in addition, demanding continuous study and experimentation to develop new techniques. The work includes administrative, personnel, and/or budget management of a state forestry program in accordance with the policies, rules, and regulations of the commission. Supervision is exercised over employees of the division of the Forestry Commission for which the incumbent is responsible. General directions are usually received from the State Forester or a Deputy State Forester who reviews work results obtained.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Five (5) years of successful work experience as Forester I, II, and/or III.

OR

Education:

A Master's Degree from an accredited four-year college or university in Forestry;

AND

Experience:

Five (5) years of successful work experience as a professional forester.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Forestry;

AND

Experience:

Six (6) years of successful work experience as a professional forester.

Licensure/Certification:

Must possess a current license as a Registered Forester by the Mississippi Board of Registration for Foresters within one year of employment.

Must possess a valid driver's license, as verified by the hiring agency.

Note:

Incumbents who are required to fight wildfires or conduct field work on a routine basis must successfully complete a Moderate Pack Test within ninety (90) days of hire date and annually thereafter.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to sit. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Administration and Management: Plans, coordinates, and directs business functions, resource allocation, and production related to a statewide forestry program.

Organizes and develops forest protection, forest management, or administrative services programs. Analyzes manpower, equipment, and facility requirements and makes recommendations. Provides direction and coordination of available resources to carry out management regimes to statewide program areas. Processes resource allocation paperwork.

Planning and Evaluating: Determines resource requirements; determines goals and strategies to achieve them; monitors progress and evaluates outcomes.

Participates in analyzing and recommending changes in existing organization and in formulating new organizational patterns and roles needed to meet current and future objectives. Assists in developing statewide work plans, goals, and objectives in the assigned program area(s).

Determines needs of the program area in forest protection, forest management, or information and education and implements appropriate programs

Forestry: The art, science, and practice of studying and managing forests and related natural resources.

Possesses and maintains a working knowledge of information regarding proper forestry management practices. Assists in carrying out forest management practices, giving advice on proper forestry management practices and on methods to improve and protect their forest investment. Prepares detailed forest management plans for landowners and recommends forest management plans to the Boards of Education and other public lands.

Fire Prevention, Suppression, and Control: Supervises or participates in fire prevention, detection, suppression, and control activities.

Supervises and conducts forest fire prevention, detection, and suppression activities. Scouts to identify the resources needed to successfully extinguish fires. Supervises prescribed burning activities.

Safety: Ensures safety regulations are enforced.

Ensures safety at all fires and other assigned duties. Administers safety programs. Follows all safety regulations. Operates all equipment using proper safety guidelines.

Technology Application: Operates and maintains tools and equipment effectively, following proper safety guidelines.

Inspects and maintains fire-fighting and management equipment. Operates a variety of equipment in working to extinguish forest fires and manage timberland, including but not limited to, motorized vehicles, tractors with accessory grounds maintenance equipment, all terrain vehicles, heavy equipment, winches, boats, traps, motors, etc. Possesses the mechanical ability to work on equipment.

Technical writing: Writes news articles and prepares reports related to forestry program activities.

Prepares reports on seed available in counties. Prepares or supervises the preparation of reports and answers correspondence relative to forestry program activities in the area. Writes news articles. Submits reports on time. Uses correct spelling and grammar.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions. Takes risk appropriate to ones level of responsibility. Acts as a settling influence in a crisis. Exhibits the ability to work through challenges and create opportunities.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands effects of decisions on the organization and on other organizations. Acts as a change agent by initiating and supporting change within the agency.

Working Through Others: Supports, motivates, and is an advocate for staff/co-workers.

Creates effective teams; shows a willingness to get work done through others. Clearly and comfortably delegates work, trusting and empowering others to perform. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

Identifies, analyzes, and solves problems. Develops standards of performance and knows what and how to measure.

Resource Management: Acquires, effectively and efficiently administers, and allocates human, financial, material, and information resources.

Demonstrates ability to plan, prioritize, and organize.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Develops objectives in preparing long range work plans; prepares short term work plans to reach long-term goals.
2. Sets performance standards; reviews and evaluates work of employees.
3. Facilitates and schedules training sessions of employees/personnel; maintains training record files.
4. Coordinates safety program by purchasing and distributing safety equipment/supplies, conducting safety meetings and preparing appropriate reports.
5. Administers and directs technical assistance and participates in various forestry programs.
6. Compiles budget estimates, cost studies, and final budget for activities.
7. Serves as a coordinator on special projects.
8. Assists in practices to maximize the protection, production, and use of forest resources.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Plans the assignment of subordinate personnel to stations and makes recommendations on these matters to a superior.

Approves annual and monthly work plans.

Directs and reviews the work of employees engaged in developing and carrying out a program to protect the forests of the state from fires, diseases, and other destructive elements.

Makes periodic inspections of forest districts to determine the manner in which management/protection work is being carried out and the care that is being given to improvements.

Reviews progress and fire reports and prepares written instructions for field personnel relative to fire protection work.

May supervise the motor pool and use of airplane.

Assumes responsibility for the training of subordinate employees in new techniques to increase their efficiency.

Keeps abreast of all modern techniques in forest protection, management, and information work.

Approves timber sale proposals on state and sixteenth section lands under the Forestry Commission management.

Compiles budget estimates and cost studies.

Prepares final budget for all activities; closely monitors monthly expenditures and receipts and compares them against budget allocations.

Coordinates the efforts of the Forestry Commission and cooperative organizations for the improvement of forest management practices; inspects new lands to be placed under timber conservation contracts.

Approves news releases and contents of monthly news bulletin.

Formulates long and short-range plans to meet objectives of maximizing the protection, production, and use of the forest resources.

Advises and assists division heads in design and development of systems to evaluate program accomplishments.

Analyzes feedback received from evaluation systems and directs modification of district programs to maximize achievement of goals.

Utilizes GPS, GIS, computers, and computer programs to produce desired maps, charts, tables, and reports.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.