



FORESTRY TECHNICIAN

CHARACTERISTICS OF WORK:

This is work involved in protecting, reforesting, and inventorying timber lands in accordance with Mississippi Forestry Commission regulations on private and/or public lands. Incumbents in this classification collaborate with federal agencies on forest land designations and critical area layouts and contact land owners giving advice on proper forestry management practices such as tree planting, timber stand improvement, and establishment of fire lanes. The work also includes assisting suppression crews when needed to control forest fires, collecting forest tree-seeds, and assisting land owners in the disposal of damaged timber and in reforesting lands. The work is usually performed under the general supervision of a forester, and supervision is exercised over specified Forestry Commission employees in lower classifications.

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:

An Associate's Degree from an accredited two-year college in Forestry or the equivalent from an accredited four-year college or university in Forestry.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Two (2) years of experience directly related to forestry.

Substitution Statement:

Directly related education and directly related experience may be substituted on an equal basis.

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.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 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 stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to sit.

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:

Communication: Shares information in writing or verbally.

Concisely and correctly answers questions and/or explains or conveys information to the public, agency, co-workers, and other entities. Asks appropriate questions to gain information needed to assist the public or provide information to the public (landowners), agency personnel (e.g., personnel inside agency, outside agency, other state's agency personnel.), or other entities. Communicates information in a courteous manner without invoking anger. Promotes and assists in conducting educational and informational programs.

Time Management: Possesses the ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Effectively manages workload to complete multiple tasks. Works independently resolving all tasks timely. Researches and finds solutions using all available informational resources. Effectively utilizes resources such as time, equipment, supplies, travel, etc. Makes appropriate choices or exercises sound judgment for a variety of circumstances. Exercises appropriate level of professional curiosity based on information obtained. Follows orders. Adapts appropriately to a variety of situations and surroundings.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Manages conflicts and defuses situations. Knows when to refer an issue to the appropriate level. Continuously assesses work

unit for areas of improvements and suggest changes for continuous improvement. Responds appropriately to supervision and administrative decisions. Is able to work under and with authority and accepts decisions. Takes initiative to accomplish stated and unstated goals. Maintains appropriate standards of professionalism and only provides information within authority.

Mentoring or Training: Watches over, assists with work of, and determines the training needs of co-workers; utilizes appropriate methods for training.

Mentors or otherwise assists co-workers as assigned helping them to improve their knowledge, skills, and abilities. Develops co-worker's skills and encourages growth. Facilitates co-worker learning. Fosters a positive attitude. Participates in job training programs (On the Job Training). Shares knowledge and wisdom with less experienced employees.

Equipment/Mechanical: Operates and maintains equipment following proper safety guidelines.

Is proficient in using computer hardware and software to complete assigned tasks, meet agency goals, and produce required products. Operates and maintains a variety of equipment in working to extinguish forest fires, 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. Possesses knowledge of GPS equipment.

Forestry: Maintains a commitment to protect, reforest, and inventory timberlands in accordance with MS Forestry Commission regulations.

Possesses and maintains a working knowledge of information regarding proper forestry management practices. Contacts and works with landowners giving advice on proper forestry management practices and on methods to improve and protect their forest investment. Possesses the ability to lay out timber sales (marking or cruising). Lays out stream management zones.

Fire Suppression: Participates in the prevention and suppression of forest fires.

Scouts to identify the resources needed to successfully extinguish fires. Operates trucks, tractors, and hand tools. Analyzes fire reports and maintains records. Maintains status as a Certified Prescribed Burner.

Safety: Ensures safety regulations are enforced.

Performs safety inspections. Ensures safety at all fires. Conducts safety meetings.

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. Supervises or performs maintenance of equipment and facilities.
2. Supports and assists with fire control efforts.
3. Assists private landowners with timber management and insect/disease control.
4. Manages forest activities including marking timber, burning, tree planting, boundary line maintenance, and pest control.

5. Provides technical training and safety instructions.
6. Performs administrative duties including preparing monthly reports and assisting with Special programs.

EXAMPLES OF WORK:

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

Performs needed work on grounds, buildings, fences, and other structures.

Assists fire crews on fires as needed, operating trucks, tractors, and hand tools; analyzes fire reports and maintains records.

Contacts and works with land owners, giving advice on proper forest management practices and on methods to improve and protect their forest investment.

Assists private land owners in disposal of damaged timber and in rehabilitation of debris-covered land.

Checks sixteenth section sales; assists in timber inventory and timber marking; and supervises sales work.

Assists and coordinates in prescribed burning and management of sixteenth section land.

Inspects timber cutting for violations of Forest Harvesting Act.

Assists land owners with seedling applications; helps distribute seedlings; and takes care of seeds and seedlings.

Supervises planting crews to ensure that proper planting techniques are followed, and keeps them supplied with seedlings.

Supervises subordinates in accomplishing objectives and plans of the district's work program; serves as aide to superiors.

Operates GPS and GIS systems.

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.