

FORESTRY SUPERVISOR III

This is administrative and technical supervisory work over the complete Forest Resources program within approximately one-third of the state (four to five districts) Employees provide supervision to staff Foresters at the regional level and Forestry Supervisors I in the areas of forest management, fire control, and administrative procedures. Employees report directly to the Director of Forest Resources. Work is review through informal conferences and reports. Other duties may be assigned as necessary.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees establish goals and objectives for the region on an annual basis and coordinate the activities of the districts to achieve the division goals and objectives. Employees participate with the Director and other top management staff to develop long-range program planning for the division.

Organizing and Directing - Employees establish work assignments according to staff capabilities and program needs. All priorities, standards, and techniques may be altered to accomplish the work objective. Employees may redirect work assignments based on seasonal priorities, available equipment, manpower, budget, and other resources.

Budgeting - Employees are responsible for maintaining both a regional budget and several district budgets. The organizational unit is funded with an established budge but employees have the authority to make routine fund transfers from district to distr. and approve or reject expenditures at the regional level. Employees evaluate budget needs at both the regional and district levels in order to submit suggestions to higher level management.

Training - Employees evaluate the various training needs of subordinate Foresters and Forestry Technicians within the region and provide the appropriate training at the regional level and recommend subordinates for training at the division level. Employee may participate as a trainer at the district, regional, or division levels.

Setting Work Standards - Employees participate in establishing the guidelines and policies governing the work process through periodic discussions with the Director.

Reviewing Work - Employees review work of district and county operations within the region to assure effective delivery and implementation of the various forestry programs. Most of the work has had preliminary review.

Counseling and Disciplining - Employees resolve informal and formal complaints and grievances of regional subordinate staff. Employees also issue initial oral and written warnings and recommend more serious actions to higher level management.

Performing Other Personnel Functions - Employees participate in the interviewing process and recommendations have considerable impact on the selection, promotion, reassignment, and salary adjustment of subordinates at the regional level and Forestry Supervisors at the district level for approval of the Director.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is relatively stable. Shifting emphasis on programs depends upon the fire season which can create a volatile work situation. Employee must keep abreast of fire control and forest management trends and technology.

Variety of Work Supervised - Employees exercise both technical and administrative Supervision over three to four program areas to include fire control, forest management, pest control and maintenance. Employees may also exercise administrative supervision over airplane/helicopter pilots assigned to the region.

Number of Employees Responsible For – 90-180 permanent employees plus 40-100 temporary recurring employees during fire season.

III. EXTENT OF SUPERVISION RECEIVED: Employees have considerable independence in completing long-range projects and programs which have been discussed with the director Employees are held accountable for results.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Fluctuating Work Force - During the two fire seasons (October-December and February) approximately 325 temporary employees are hired statewide to fight fires and maintain fire-fighting equipment at both the county and district levels. The number assigned per work unit varies due to fire occurrence and fire potential.

Physical Dispersion of Employees - Employees supervised are dispersed among 27-41 counties which make up approximately one third of the state.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of principles and practice of technical forestry as they apply to forest management, fire prevention, and fire fighting methods. Considerable knowledge of state and federal guidelines and program relating to forest management and other forest programs. Ability to gather and present technical and administrative information effectively in oral and written form. Ability to develop and maintain effective working relationships with subordinate supervisors a employees and the general public. Ability to plan, coordinate and review the work of subordinate supervisory personnel.

Minimum Education and Experience - Graduation from a four-year college or university with a major in forestry and six years experience in a varied forestry program to include some responsible supervisory experience; or an equivalent combination of education and experience.