

## FORESTRY SUPERVISOR I

This is administrative and technical supervisory work over the total forest resources program within an assigned geographic area, usually consisting of four to ten counties. Employees provide supervision to both staff Foresters and Forestry Technicians in the areas of forest management, fire control and administrative procedures. Work is performed under the administrative and technical supervision of a higher level Forestry Supervisor and is evaluated through periodic on-site inspections, meetings and reports. Other related duties may be assigned as necessary.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan work operations and set priorities annually for the district to comply with the established goals and objectives of the division. Intermediate planning is required to respond to program revisions and priorities. Employees also work with the Forestry Technicians to establish individual work plans for their work units.

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 and other resources.

Budgeting - Employees are responsible for maintaining both a district and several county budgets. The work unit is funded with an established budget but employees have the authority to make routine fund transfers from county to county and approve or reject expenditures at the district level. Employees also evaluate budgetary needs at both district and county levels and submit suggested priorities to their Forestry Supervisor. Employees advise the Forest Technicians presenting and justifying the counties share of the Forestry budget to the Boards of County Commissioners.

Training - Employees evaluate the various training needs of subordinate Foresters and Forestry Technicians within the district provide the appropriate training at the district level and recommend employees for additional training. Employees may participate as trainers at the district, regional or division levels.

Setting Work Standards - Employees explain and apply established rules and policies, make minor changes to day-to-day procedures and recommend major changes to higher level management.

Reviewing Work - Employees monitor work of subordinate Foresters and Forestry Technicians technically and administratively to assure effective operation and implementation of the various forestry programs.

Counseling and Disciplining - Employees resolve informal and formal complaints and grievances of subordinates. 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 recommend selection, promotion, reassignment and salary adjustment of subordinates for approval of higher level management.

### 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. Employees 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 of radio engineers assigned to the district.

Number of Employees Responsible For – 20-50 permanent employees plus 10-40 temporary employees during fire season.

III. EXTENT OF SUPERVISION RECEIVED: Employee receives general guidance and review of work in progress and upon completion. Controversial or highly technical matters are discussed with higher level management.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Fluctuating Work Force - During the two fire seasons (October-December and February-May), 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 four to ten counties.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of principles and practices of technical forestry as they apply to forest management, fire prevention and fire fighting methods. Considerable knowledge of state and federal guidelines and programs relating to forest management and other forest programs. Ability to gather and present technical and fiscal information effectively in oral and written form. Ability to establish and maintain effective working relationships with county officials, subordinate employees, and the general public. Ability to plan, assign and review the work of technical and non-technical Forestry personnel. Ability to plan and conduct a training program or a specialized field activity.

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