

FORESTRY SUPERVISOR II

This is technical and supervisory work over a staff unit which develops and implements a Forest Resources program such as forest management, fire control, and nurseries. These programs have statewide impact, and the unit serves as technical support for the field organization in the specialty area. Employees are supervised by a Forestry Supervisor IV and work is reviewed through periodic on-site inspections, meetings and activity reports. Other related duties may be assigned as necessary.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan work operations, establish priorities and set deadlines over a short-range period within the goals and objectives established for the work unit.

Organizing and Directing - Employees assign work and make minor changes in methods, procedures, staff and other resources to accommodate changing priorities and goals or to adjust to changes made in other units and sections.

Budgeting - Employees are responsible for operating within an established budget but recommend to the Forest Supervisor IV budget needs for the work unit.

Training - Employees provide on-the-job training required to complete the assigned work.

Setting Work Standards - Employees explain and apply established work rules, guidelines and policies to subordinates within the unit. Employees may also make minor changes and recommend more major changes to the Forestry Supervisor IV.

Reviewing Work - Employees periodically monitor work of subordinates on-site and upon completion. Work is accepted or rejected based on established standards and program accomplishments.

Counseling and Disciplining - Employees resolve minor problems, informal complaints and grievances on an informal basis. Initial disciplinary actions are recommended to the Forestry Supervisor IV.

Performing Other Personnel Functions - Employees recommend to higher management the selection, dismissal, promotion and salary adjustment of staff within the unit. Employees are directly responsible for performance appraisal of subordinates.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is relatively stable. Shifting emphasis on programs depends upon the fire seasons and growing seasons. 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 a major program area.

Number of Employees Responsible For – 5-40 permanent employees plus occasional temporary employees assigned to specific projects.

III. EXTENT OF SUPERVISION RECEIVED: Employees receive general guidance on work in progress, usually upon request. Controversial or precedent setting matters and significant changes in goals or work methods are discussed with the Forestry Supervisor IV.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Fluctuating Work Force - In the nursery unit, temporary employees are hired to complete projects such as planting or lifting seedlings and weeding. The number of positions filled and duration of positions depend on the tasks to be completed. Other units do not generally utilize temporary employees, but other staff may be assigned on a temporary basis.

Physical Dispersion of Employees - Employees supervised are assigned to locations throughout the State and work at different field sites as directed.

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 other agencies, 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 five years experience in a varied forestry program; or an equivalent combination of education and experience.