

Position Title: County Forester

FLSA Status: Exempt

Reports to: County Conservationist

Pay Grade: 11

Department: Land & Water Conservation

## I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position is responsible for administration and operation of the County Forest program. This position consistently exercises independent judgment and discretion.

## II. Essential Duties and Responsibilities

### County Forest Work

- Administers, directs, monitors, and evaluates the Vernon County forests in accordance with Chapter 28, WI Statutes, and applicable Administrative rules and County ordinances.
- Maintains effective communications with the Department of Natural Resources (DNR) liaison forester to facilitate an efficient operation of the county forest program.
- Leads in developing and updating a county forest 10-year comprehensive plan to promote and implement integrated resource management with assistance from DNR.
- Prepares applications for all applicable grants and aid requests, including the County Forest Administrator Grant, variable acreage share loans, County forest project loans, wildlife habitat project grants, Wisconsin Conservation Corps projects, requests for other sources of funds, etc.
- At the request of the DNR forester, prepares forestry practice plans for the various cost share programs including the Conservation Reserve Program, Stewardship Incentive Program, WI Landowner Grant Program, and others.
- Prepares timber for harvest on County lands as necessary to practice sustainable forestry in accordance with the Comprehensive Land Use Plan. This includes designating harvest areas, determining timber volume, preparing cutting notices/reports, timber sale boundary maps, timber sale prospectus, timber sales bid notice, timber sale contracts, etc. and insuring that the legal advertisement requirements are met.
- Administers timber harvest on County lands; which includes: scaling timber, collection of stumpage monies, monitoring and enforcing timber sale contract provisions, etc., to minimize waste and environmental damage including following Best Management

- Practices (BMPs) for water quality. Suggests methods of processing wood for various uses.
- Assists the DNR forester with the establishment of timber harvests and forest improvement practices on private lands.
  - Provides forestry assistance to the DNR forester in the DNR private forest landowner program in Vernon County.
  - Schedules operation and maintenance of the County forestry equipment (truck, trailers, sprayers, tree planters, generator, tools, etc.). This is to include the hiring and supervision of any temporary employees to be used for the operation of the tree planting and timber stand improvement equipment.
  - Designates County Forest boundaries and other county property lines for management purposes, including performing duties to assist the surveyor in determining the location of property lines between the county and adjacent private lands.
  - Gathers and analyzes information and prepares documents relating to the operation of the County Forests and Parks. This includes the Recreation Plan and others. Insures appropriate input is gathered and considered from DNR specialists (fisheries, wildlife, endangered resources, law enforcement, water resources, foresters, etc.), the public, and other partners when preparing these documents.
  - Participates and provides input into statewide forestry issues, which may impact county forests
  - Applies herbicides, chemicals, or mulch to selected areas. Must be licensed to apply restricted use, aquatic, and invasive species controlling herbicides.
  - Provides information and education to schools, organizations, landowners, groups, general public, and others about proper timber harvesting techniques, Best Management Practices, proper use of parks, etc. Assists DNR forester in advising landowners on forestry management techniques and conducts public educational programs on forest care and conservation. Duties may include development of landowner workshops, a forestry web page, newsletters and press releases on the County's behalf and as requested by the DNR forester.
  - Plans, directs, and implements reforestation and forest improvement projects on the County forests and Parks. Prepares and facilitates implementation of reforestation on private lands to assist DNR in the private forestry assistance program.
  - Participates in environmental studies and prepares environmental reports as necessary.
  - Prepares requests and receives approval from the appropriate county committee and county board for any project loans or variable acreage share loans.
  - Attends Land & Water Conservation, Parks, and other meetings as requested and advises committees on forestry issues of importance to the county.
  - Assists with and implements the Annual Tree Sale Program
  - Annually site prep approximately one acre of land for planting remaining tree sale stock on County property.
  - Implements the CREP Program.
  - Actively assists the Vernon County Parks Administrator with trails, maintenance, tree planting, and special projects.
  - May perform occasional controlled burns.

- Work with private landowners to get NRCS EQIP funding for forestry improvements.

#### Technical Job Certification

- Must be licensed or able to acquire license to apply restricted use, aquatic, and invasive species controlling herbicides.
- Chainsaw safety training.

### III. Related Job Functions

- Does public speaking at various functions to interest groups, clubs, county board, etc.
- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Establishes and maintains effective working relationship with co-workers and others.
- Attends staff meetings/training sessions, relevant training sessions/conferences to maintain expertise in forestry practices.
- Performs related work as required or directed.

### IV. Physical Demands

About 40% of the time is spent sitting, using hearing, near vision, and fingering for typing, word-processing, calculators, or other office equipment. 50% is spent in physical walking over difficult terrain in all types of weather conditions, sometimes carrying equipment (5 to 30 lbs.); 50% - talks to clients, callers, department staff; 5% of the time is spent driving; 5% of the time is spent filing or typing carrying less than 10 lbs.; Must be physically capable to operate hand tools weighing 5 to 25 lbs. 10% - Moves about the office. 5% - Spent standing and reaching in order to perform filing or other duties.

- Involves potential and/or direct exposure to blood or body fluids.
- Involves potential exposure to harsh weather and flood related situations.

### V. Education and Training Requirements

- Graduation from an accredited high school or GED. Bachelor of Science degree in forestry from a four-year college or university with a Society of American Foresters accredited forestry curriculum. Four or more years of work experience.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.