



DOUGLAS COUNTY (WI)
1316 N. 14th Street, Suite 301
Superior, WI 54880
<http://douglascountywi.org>

Forest Management Supervisor

An Equal Opportunity Employer

Online applications can be submitted until 11:59 pm on the closing date.

SALARY: \$28.01 - \$32.02 Hourly
\$58,260.80 - \$66,601.60 Annually

OPENING DATE: 01/18/18

CLOSING DATE: 02/18/18 11:59 PM

DESCRIPTION:

Douglas County Forestry Department, a recognized leader in sustainable forest management, is currently seeking a full-time Forest Management Supervisor to join our team of dedicated professionals managing the largest and one of the most diverse County Forests in the State of Wisconsin. If you have forest management experience, want to work in a fast-paced, production based, large-scale commercial forestry setting, and have strong interest in furthering your forestry career as part of a progressive, team-oriented organization, this is an excellent opportunity to join a very dynamic forest management program promoting high production of timber, wildlife, and outdoor recreation throughout 280,000 acres of public forest land in Wisconsin's great northwoods.

The primary purpose of this position is to provide first-line supervision and management of the forest management program to ensure long-term economic, environmental, and social benefits to the citizens of Douglas County. Responsibilities include: leading and managing the forest timber sale and inventory programs and planning, preparing, and administering timber harvests, reforestation, forest improvement, and land administration program activities; establishing budget priorities, assuring forest health, establishing and fostering productive relationships with internal and external partners, and ensuring program compliance with environmental and third party forest certification standards. Other duties include: developing and establishing program goals and objectives, preparing annual work plans and reports, administering and coordinating WDNR time standards, facilitating coalition efforts amongst partners, administering forest product and land use permits, and coordinating cross-program integration. Position supervises and leads professional forestry staff. Supervisory duties include hiring, training, coaching and mentoring permanent and seasonal employees. This is a diverse position with opportunities for growth in many commercial forestry and public land management disciplines.

ESSENTIAL DUTIES:

1. Establish and maintain policies and procedures for consistent application and delivery of forest management program activities to support program goals and objectives.
2. Manage the planning, management, and development of the timber sale establishment program. Set program goals and objectives, assign and review timber sale proposals, perform field work, assist with timber sale prospectus production.

3. Manage timber sale contract administration program. Plan, prepare, review, and approve payment activities and contract amendments. Monitor contract compliance and issue corrective actions. Manage close-outs and extensions. Field inspect operations and frequently communicate with contractors.
4. Manage forest inventory and analysis program. Set program goals and objectives, develop inventory plans, identify stand-level data needs, design data collection protocols, integrate information technologies, and interpret and analyze data.
5. Manage the reforestation and forest improvement programs. Submit annual budget requests, solicit bids, prepare contracts, administer activities, and evaluate results.
6. Supervise and manage fulltime professional forest management staff. Recruit and make hiring recommendations, assign and review work, establish performance standards, conduct performance evaluations, issue corrective actions, and implement discipline.
7. Ensure subordinates comply with County and Departmental personnel rules, regulations, and policies.
8. Coordinate, schedule, and arrange training and professional development needs for subordinates; provide on-the-job training, assess the effectiveness of training activities, and modify programs as needed.
9. Manage the planning, prioritizing, scheduling, and assignment of WDNR time standards assistance hours. Coordinate WDNR work priorities and assignments.
10. Assist with determination of annual harvest levels and actively monitor, track progress, and report on timber sale accomplishments.
11. Direct and ensure compliance with third party certification, BMP's, State, and county audit requirements.
12. Coordinate the forest product scale accountability program. Monitor and manage product scale tickets, scale measurement and conversion, scale reporting, and oversee product scale billings and payments.
13. Continually assess forest product market trends and identify economic opportunities for timber sale offerings capturing maximum investment return.
14. Assist in preparation of annual budget, annual reports, short and long range development plans, annual work plans, and Comprehensive Land-Use Plan.
15. Administer assigned forest management program budget. Project annual budget needs, prepare budget requests, manage procurements, solicit bids, and track expenditures.
16. Manage the forest product permit, access permit, and land-use permit programs. Develop forms and reports; maintain permit records; coordinate methods and procedures for permit requests, offerings, and authorizations; collect fees; monitor compliance.
17. Provide oversight for and enforce County ordinances, policies, and regulations.
18. Administer, direct, and coordinate implementation of the Access Management Plan.
19. Assist with development, planning, and maintenance of the County Forest Road program.
20. Assist with real estate program activities; land acquisitions, land sales, easement acquisitions, leases, etc.
21. Assist with the planning, management, maintenance, and procurement of the equipment and vehicle fleet program; project needs, prepare budget requests, schedule maintenance and repairs, and monitor usage.
22. Assist with County park, outdoor recreation, and building and facilities projects; and wildlife habitat planning and development activities.
23. Assist with planning, scheduling, and coordinating WDNR wildfire suppression and prescribed burning program support.
24. Write grant applications; administer grant and cost shared projects, provide supporting information and required reports, and submit claim requests.
25. Deliver monthly report to the Forest, Parks, and Recreation Committee on program updates and accomplishments.
26. Develop, coordinate, and maintain productive relationships with the public, public agencies, non-profit foundations and organizations, public utilities, private businesses, partnering agencies, and government officials.
27. Provide customer service to the public regarding Department programs and functions, forest management activities, land-use policies, and recreational offerings.

28. Represent the Department on local and regional committees related to forest management program policies and objectives.
29. Serve as Department Director during temporary absence.
30. Must be available by phone during off-hours, weekends, and holidays as necessary.

The ideal candidate will have effective leadership skills which include the ability to inspire, motivate, and challenge others in reaching goals and achieving desired results. The successful candidate will be a strategic thinker that possesses the ability to manage multiple programs and priorities, is an excellent communicator and creative problem solver, displays excellent customer service skills, and has a strong aptitude for building trusting relationships and networks. We are looking for a highly motivated, high production, team player with a drive for success who has a positive enthusiastic attitude, passion for forestry, and a desire to make a valued and lasting contribution to the Douglas County Forest.

MINIMUM QUALIFICATIONS:

Bachelor of Science Degree in Forestry from an accredited University or College of Forestry or related natural resource management field and five years of related experience and/or training in forestry/forest land management preferred or any combination of education and experience that provides equivalent knowledge, skills and abilities required to successfully perform essential duties and responsibilities. Preference will be given to applicants who meet these requirements and have additional professional experience with program management and/or supervision and leadership.

SUPPLEMENTAL INFORMATION:

Knowledge Required:

- Knowledge of professional forest and land management principles, practices, and concepts.
- Knowledge of Wisconsin laws, ordinances, regulations, and guidelines regarding forest and land management.
- Knowledge of silviculture, dendrology, mensuration, tree physiology, forest entomology, and forest pathology with emphasis on northern forest types.
- Knowledge of timber sale establishment including, silviculture, sale layout, road design, cruise design, timber marking, documentation, and reforestation planning.
- Knowledge of timber sale administration including compliance checks, monitoring records and payment activities, amending contracts, communicating performance expectations, identifying corrective actions, and assigning penalties.
- Knowledge of forest product economics including: appraisals, product utilization standards, marketing, pricing strategies, trends, supply chain logistics, and market analysis.
- Knowledge of forest transportation infrastructure planning and forest road design layout.
- Knowledge of timber harvest equipment systems, operational capacities, and systems design.
- Knowledge of forest inventory and analysis principles, practices, and concepts.
- Knowledge of reforestation and forest improvement methods and concepts.
- Knowledge of multiple-use management and the recreational uses of forests.
- Knowledge of third party forest certification systems and related certification program standards.
- Knowledge of program management including developing, implementing, and monitoring program goals and policies.
- Knowledge of team development, relationship and partnership building, conflict management, and effective communication skills.
- Knowledge of supervisory techniques and personnel management methods.

- Knowledge of developing personnel policies and procedures, training, work planning, establishing performance standards, monitoring performance, conducting performance evaluations, and identifying corrective actions.
- Knowledge of recruitment and hiring practices and procedures.
- Knowledge of budget development, management, and fiscal administration.
- Knowledge of grant application processes and procedures.
- Working knowledge of real estate practices and principles including, land valuations, acquisitions, leases, and easements.
- Knowledge of information system technologies (GIS, GPS, data recorders, etc.) and their application related to land and forest resource management.
- Knowledge of aerial photography interpretation.
- Knowledge of land surveying techniques, methods, and concepts.
- Knowledge of customer service concepts and strategies.
- Knowledge of occupational hazards and safe work place practices.
- Working knowledge of word processing, spreadsheet, database, email, and presentation software (Microsoft Products).

Skills and Abilities Required:

- Ability to apply knowledge of forestry to forest land management activities and techniques.
- Ability to lead, supervise, and oversee the work of others.
- Ability to instruct, direct, and evaluate the work of others.
- Ability to motivate and inspire others.
- Ability to develop and manage talent in others, take action, and show initiative.
- Ability to develop and implement personnel policies, establish goals and performance expectations, set work load priorities, assign work, and effectively delegate tasks to others.
- Ability to provide support and train others in forestry and land management methods, processes, and procedures.
- Ability to coordinate and direct team based work assignments and work in a team setting.
- Ability to partner and work cooperatively with others toward accomplishment of shared goals.
- Ability to coordinate multiple responsibilities, manage multiple projects and competing priorities, and prioritize tasks.
- Ability to adapt to change, problem-solve, and analytically and strategically think.
- Ability to negotiate, problem solve, and resolve conflict.
- Ability to organize and maintain detailed records, and prepare reports and correspondence.
- Ability to manage budgets, modify program priorities, and reallocate budget resources as needed.
- Ability to allocate resources and coordinate cross-program integration and cooperation.
- Ability to communicate effectively with others orally and in writing and facilitate group decision making.
- Ability to collaborate with internal and external partners; and interact with diverse public groups, government agencies, and a diverse work force in an effective manner.
- Ability to express a positive attitude and exercise good judgment, integrity and tact when dealing with the public, co-workers, and partnering agencies.
- Ability to develop partnerships and maintain effective working relationships with others.
- Ability to safely operate motorized vehicles and other related forestry power equipment (4x4 trucks, ATV's, snowmobiles, and other equipment).
- Ability to work independently while exercising sound judgment in varied settings, both in the field and office environments.
- Ability to accept and perform other duties as assigned.

Environmental working conditions:

This position has a large field-based component. Approximately 60% of the work is performed in a field-based environment with the remaining 40% performed within an office setting. The typical field-based setting requires exposure to extreme and inclement weather conditions and often uneven, difficult terrain. Seasonal winter conditions often include ice, snow, and extreme cold. Seasonal summer conditions often include extreme heat, humidity, and exposure to biting and disease carrying insects.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to perform rigorous physical exertion for extended periods of time including, but not limited to, walking, lifting, bending, pushing, pulling, sitting, standing; and reaching, grasping, talking, hearing, and seeing. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift up to 100 pounds and apply up to 500 pounds of force to push, pull or otherwise move objects. Specific physical abilities required by this job include using both hands for frequent fingering and grasping; vision abilities include close vision and the ability to adjust focus. The employee is frequently required to walk, stand, talk, hear, see, and perform repetitive motions.

The employee will spend long hours in the field walking through natural terrain while exposed to tree marking paint. At times, the incumbent must spend long hours sitting and using office equipment and computers. The employee must also have the physical ability, in all types of weather conditions, to operate four-wheel drive vehicles, all-terrain vehicles, and snowmobiles. At times, the employee will be exposed to moderate to loud noise created by heavy equipment and trucks.

TESTING REQUIREMENTS:

Must possess a valid driver's license. Structured interview and background investigation required. Must pass a pre-employment physical examination.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://douglascountywi.org>

Job #ForestSupervisor01-18
FOREST MANAGEMENT SUPERVISOR
HM

OUR OFFICE IS LOCATED AT:
1316 N. 14th Street, Suite 301
Superior, WI 54880
715-395-1429

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Forest Management Supervisor Supplemental Questionnaire

- * 1. Do you possess a valid driver's license?
 Yes No

- * 2. Do you possess a Bachelor's degree in Forestry or related natural resource management field from an accredited University or College of Forestry?
 Yes No

- * 3. Please indicate major field of study. Include any other degrees held, type(s) and major field(s) of study.

- * 4. Do you have five years of experience and/or training in forestry/forest land management?
 Yes No

- * 5. How many years of professional forestry/forest land management experience do you have?
 None
 1 to 4
 5 to 8
 9 to 12
 More than 12

- * 6. In a brief paragraph, indicate the nature and duration of your forestry/forest land management experience (e.g. student enrolled in an academic training course or camp; internship; temporary seasonal employment; volunteer opportunity; or professional position).

- * 7. Do you have any direct experience with program management where you were responsible for managing and leading a program within an organization? Including developing and implementing program goals and objectives (annual work plans), setting program initiatives, monitoring program effectiveness and efficiency, and monitoring program results? Note that you do not need this experience to be considered for this position.
 Yes No

- * 8. In a brief paragraph, please indicate the nature of your program management experience. Include your specific role, duration, level of responsibility, and the outcomes that were achieved. If no experience exists, write "None".

- * 9. Do you have any direct supervisory and/or leadership experience including setting performance goals, assigning work, evaluating performance and progress, identifying and developing training needs, coaching, ensuring policy and procedure compliance, addressing conflict, and taking corrective action? Note that you do not need this experience to be considered for this position.
 Yes No

- * 10. In a brief paragraph, please indicate the nature of your supervisory and/or leadership experience. Include whether it was direct supervision or lead work and the number and types of people you supervised, directed, and/or monitored (professional, technical, full-time, part-time, intern, etc.). If no experience exists, write "None".

11. ANSWERING QUESTIONS 12 – 14: The following three questions will help you describe your experience and/or education/training in forestry and forest land management. Responses to each question are limited. The use of lists in your responses is highly encouraged. Please use asterisks for list bullets. In your response, please include all of the following information: • Your specific role in each of the areas listed. • Geographical

region where the work was performed (e.g., Great Lakes Region, Southern States, Rocky Mountain States, Northeastern States, etc.). • Be sure to indicate if you played a lead role, supervised others, or provided technical training to others in any of the areas listed.

- * 12. Please briefly describe your experience or education/training with standard forestry concepts and procedures (if no experience exists, write "None"), including: 1. Forest inventory and analysis. 2. Forest health assessment. 3. Reforestation and forest improvement activities. 4. Forest information system technologies (GIS, GPS, data recorders, etc.). 5. Advising citizens, landowners, and others on forest management related issues.

- * 13. Please briefly describe your experience or education/training with forest product sales (if no experience exists, write "None"), including: 1. Developing and monitoring forest product marketing strategies with economic objectives. 2. Developing silvicultural prescriptions for forest stands. 3. Timber sale establishment and field layout (boundary lines, timber marking, cruising, etc.). 4. Transportation planning and access design. 5. Preparing and writing forest management/harvest plans. 6. Preparing timber sale contracts. 7. Advertising timber sale offerings and soliciting bids.

- * 14. Please briefly describe your experience or education/training with forest product sale contract administration (if no experience exists, write "None"), including: 1. Site inspections and compliance checks. 2. Forest product scale accountability. 3. Monitoring payment activities. 4. Requirement tracking. 5. Issuing corrective actions. 6. Record keeping. 7. Preparing contract amendments.

- * Required Question