

Position Code 1.

State of Michigan
Civil Service Commission
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
	Natural Resources
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
	Resource Management
4. Civil Service Position Code Description	10. Division
Forest Technician 8/9/E10	Forest Resources
5. Working Title (What the agency calls the	11. Section
Forest Technician	
6. Name and Position Code Description of Direct	12. Unit
Natural Resources Manager 2	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Natural Resources Manager 3	Monday-Friday 8:00-5:00 p.m. Irregular Hours, Holidays and weekends during

14. General Summary of Function/Purpose of Position

Forest Technicians provide a wide range of services that include: collection of forestry data, prepare timber sales, prepare and recommend reforestation plans; control insect and disease attacks; perform fire preparedness, prevention and training; operate and maintain heavy equipment. Other duties include fire suppression, prescribed burns, out-of-state fire assignments; and cultivation work such as applying herbicide, trenching, hauling equipment and trees and completing regeneration surveys. Also assist with road and bridge construction projects. Personal computer skills are crucial to the position for the purpose of data collection and extraction, and issuance of permits and contracts. *This position may be eligible for a remote work location, such as from home, at least part of the year.*

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 % of Time 55

Prepares timber for sale, including establishing timber sale boundary lines, cruising timber for volume, scaling trees, marking trees, assigning GPS timber sale boundaries, and preparing timber sale proposals and maps. Use of the timber sale computer program, global positioning systems and techniques. Perform duties related to forest reforestation/cultivation as assigned.

Individual tasks related to the duty.

- Collect field data for Forest Inventory, use aerial photographs, satellite imagery, and land survey instruments. Enter data and update inventory data following treatments.
- Mark forest timber type boundaries for timber sale or other forest treatments.
- Using knowledge of DNR inventory software, Global Positioning Systems (GPS), surveying and mapping techniques, accurately delineates timber sale boundaries, establishes boundaries between state and other ownerships. Accurately determines acreage for timber sales.
- Uses sampling procedures and accurate cruising methods to calculate timber volumes.
- Determines what contract specifications are needed to maintain stream quality and prevent erosion through knowledge of Best Management Practices and forest certification policies and procedures.
- Prepares timber sale proposals by determining level of harvest operation, mode or method of harvest operation to be used, timing of harvest and determining all other contract specifications to ensure successful completion of each treatment. Enters field data, determines stumpage values and cutting specifications. Prepares timber sale maps.
- Oversee logging contractors to ensure that they are in compliance with timber sale cutting specifications. Insures that performance bonds and sale payments are current.
- Prepares non-commercial operations, including habitat cutting, pruning and prescribed burns.
- Performs field functions of the reforestation program including the following: delineation of treatment areas, applying chemicals, operating and maintaining reforestation equipment, i.e., trenching, spraying, tree hauling and other site prep equipment.
- Conduct regeneration surveys as assigned.
- Report any trespass issues on state land.

Good Neighbor Authority Work Duty (location dependent)

- Prepares timber sale proposals by determining level of harvest operation, mode or method of harvest operation to be used, timing of harvest and determining all other contract specifications to ensure successful completion of each treatment. Enters field data, determines stumpage values and cutting specifications. Prepares timber sale maps.
- Oversee logging contractors to ensure that they are in compliance with timber sale cutting specifications. Ensures that performance bonds and sale payments are current.
- Performs field functions of the reforestation program including the following: delineation of treatment areas, applying chemicals, operating and maintaining reforestation equipment, i.e., trenching, spraying, and other site prep equipment.

Duty 2

General Summary of Duty 2 **% of Time** **30**

Resource Protection Duties—Fire Program

Road and Bridge Work

Assists in wildfire suppression and prescribed burn programs. Maintain and repair roads and bridges in the Unit.

Individual tasks related to the duty.

- Suppress wildland fires on public and private lands. Responsibilities vary from support roles to operating specialized fire suppression equipment designed for off-road use.
- Participates in the prescribed burning program by submitting forest treatment plans, and assisting other firefighters in completing such burns.
- Monitor weather conditions and determine daily procedures on fire behavior calculations from Canadian Fuel models when needed. Make predictions on daily fire behavior for local area.
- Have thorough knowledge of various fire suppression equipment designed for off-road firefighting.
- Inspect and maintain fire equipment on a daily basis, during days of moderate fire danger and higher.
- Maintain qualifications through training in wildfire behavior and suppression tactics, firefighting equipment operation and 800 MHz radio protocols.
- Participates, with forest fire officers, in the forest fire prevention program by attending functions, in a supportive role, around the management unit.
- Mapping of burned areas, with G.P.S. units, to determine acreage, protect the fire scene so an investigation can be performed, to determining fire origin and cause.
- Participate in fire training to a minimum of being certified as a Tractor Plow Boss and Engine Boss, Incident Commander Type 4.
- Maintain and repair roads, culverts and bridges on State forest land.
- Protect resources using “Best Management Practices” and “Soil Erosion and Sediment Control” practices when doing road repair projects.
- Train and foster relationships with local fire departments.

Duty 3

General Summary of Duty 3 **% of Time** **10**

Forest Management Planning and Forest Inventory

Individual tasks related to the duty.

- Collect and examine forest data, evaluates and analyzes this data to determine stand prescriptions and enter data into the inventory computer program. Decisions are based on tree species, site capability, stand condition, biological, and economic conditions and social aspects of the treatments.
- Determine habitat classification on a stand. This is decided by thorough knowledge of ground cover, plant identification and forest soils. This data is then used in determining the preferred tree species for specific sites.

- Enters data and other information (comments) to the inventory data base, and updates this information when forest treatments have been completed.
- Use GPS and other geographical informational systems for mapping purposes. Create maps used for timber sale preparation, wildlife operations, recreational opportunities, forest fire protection, trespasses and many other uses.
- Identify and report occurrences of insect infestation, tree diseases and invasive exotic plants.
- Identify sensitive resources and exclude those areas from harvest to minimize damage. Such areas would include sensitive soils, stream banks, steep slopes, maintained wildlife openings, visual resources, cultural sites, sensitive nesting areas and endangered species.
- Participate in the compartment open house and compartment review process, communicating with co-managers and members of the public.

Duty 4

General Summary of Duty 4 % of Time 5_____

Operation and maintenance of a wide variety of equipment in a safe and efficient manner.

Other duties as assigned

Individual tasks related to the duty.

- Operates, inspects and maintains fire equipment (water tankers, water pumps and engines) on a daily basis, during days of moderate or higher fire danger.
- Operates heavy equipment used in the forest cultivation program.
- Operates, inspects and arranges maintenance for assigned V.T.S. fleet vehicle.
- Operates, inspects and maintains various off -road vehicles including snowmobiles and all-terrain vehicles.
- Operates, inspects and maintains small machinery, power tools and hand tools, including, chainsaws, water pumps, tree spade
- Perform some ground maintenance, including snow removal and minor construction projects.
- Purchasing supplies related to the timber program, fire program and receiving such supplies.
- Identifies resource damage in the field and fills out Resource Damage Report and inputs data into electronic database.
- Other duties as assigned

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

- Establish accurate timber sale boundaries: preventing damage to adjacent stands and trespass on private property.
- Determine timber sale acreage, volumes and appraisal value: obtaining the optimum volume and value of standing timber, preventing loss of revenue for the state and economic loss to contractors.
- Develop timber sale proposals: providing information that gives contractors accurate figures to determine bid values while preventing environmental, ecological and economical damage to state lands.

- Apply Best Management Practices: protecting water quality adjacent to timber sales, locate road construction; minimizing damage to the sale area yet allowing access to forest products.
- Make evaluation and decisions on fires; control line placement, safety issues, fire behavior, weather observations, suppression tactics, mop-up standards, etc.

17. Describe the types of decisions that require your supervisor’s review.

- Significant variations on timber sales prescriptions from those approved at the compartment review.
- Notification to producers for non-compliance of timber sale specifications.
- All timber sales proposals must have supervisor approval.
- Purchasing supplies and materials within budget constraints.
- Modifying contract specifications.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Field work is usually performed alone. Most of it on foot but can be on snowshoes, skis snowmobile, or off-road vehicle. Traverse of uneven terrain requires strenuous effort. Often work in inclement or unfavorable weather conditions. Injuries can result from logs, fences, stumps insects and other obstructions not visible in the brush/ferns. If work is performed on snowmobile, this requires physical labor to operate, dragging snowmobile off trailer and lifting when stuck. Strenuous efforts are required for forest fire suppression, protection and mop-up. Climbing hill sides, pulling fire hoses, carrying pumps and other equipment to remote sites. Forest fire suppression consists of exposure to significant amounts of smoke, fumes, heat, flames and working long hours, many that are in darkness. **Fighting forest fires requires the successful completion of a strenuous fitness test annually to maintain employment.**

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings.

Assign work.

Provide formal written counseling.

Approve work.

Approve leave requests.

Review work.

Approve time and attendance.

Provide guidance on work methods.

Orally reprimand.

Train employees in the work.

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential duties of this position?

The essential duties of this position are field examination and inventory of state forest lands, field work and preparation of timber sales, field administration of these sales and contracts to achieve management goals.

Documentation of discovered trespasses or resource damages.

Assist resource protection staff in forest fire suppression, prescribed burn efforts and fire prevention.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

The employee is an integral part of a forest management unit tasked with the management of state lands in an environmentally and sustainably sound fashion for the enjoyment of the public, to sustain local and statewide economies and to conserve and protect the natural resources for future generations.

The employee conducts inventories on state land and plans forest management treatments and then follows through by setting up those areas for treatment and administering the sales.

This position provides assistance to the fire program unit staff assigned to a large geographic area of the state to provide effective response to the suppression of wild land fires on state and private property.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION: Possession of an associate's degree in forest technology.

EXPERIENCE:

8 level

No specific type or amount is required.

9 level

One year of experience performing activities to the state forest management program equivalent to a Forest Technician 8.

E10 level

Two years of experience performing activities related to the state forest management program equivalent to a Forest Technician, including one year equivalent to a Forest Technician 9.

Alternate Education and Experience

Two years of college with a minimum of 24 semester (36 term) credits in technical subject areas related to forestry such as dendrology, forest ecology, silviculture, land surveying, aerial phot interpretation, woods safety, harvesting techniques, multiple practices may be substituted for the education requirement.

Possession of a bachelor's degree or higher with 16 semester (24 term) credits in job specific or related course work qualifies for the Forest Technician E10.

KNOWLEDGE, SKILLS, AND ABILITIES:

This position requires knowledge with applied forestry management techniques and practices including: forestry data collection, tree and site identification, forest regeneration assessment, forest aesthetics, silvics, and pest identification and control procedures.

Knowledge of basic fire management and suppression skills including: map reading, legal descriptions, safety procedures, suppression tools and use. Techniques and skills needed to conduct maintenance on fire suppression equipment and facilities, and radio communication, equipment, and generally accepted procedures.

This position also requires effective communication skills, excellent customer service, and effective decision-making.

CERTIFICATES, LICENSES, REGISTRATIONS:

Obtain and maintain commercial driver’s license (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle(s) used in driving certain fire suppression equipment within first 6 months of employment with an A and N endorsement.

Employee is required to pass the Forest Resources Division’s annual physical exam and physical fitness test to maintain employment

Some positions may be required to maintain a Pesticide Applicator’s license in compliance with the Pesticide Control Act of 1976.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor’s Signature _____
Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature _____
Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee’s Signature _____
Date