

8559

FORESTER SUPERVISOR

NATURE OF WORK:

Under general supervision, responsible for supervising the work of subordinate Foresters and support staff by planning, organizing, implementing and evaluating all facets of forestry service. This is the first level of full supervision in the class series. Incumbents assign, review and approve work for subordinates, discipline and recommend advancement of subordinates, conduct performance evaluations and respond to grievances at the beginning level. Accountability for the work of subordinates is given. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: Work at this level is characterized by the emphasis placed on supervision of subordinate Foresters and support staff. Assign, review and approve work of subordinates.

ESSENTIAL JOB FUNCTIONS: (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)

Plans, develops, coordinates, assigns and supervises the employees and activities of a Forestry Program Section.

Oversees the preparation of forestry documents by information gathering, field reviews and public meeting.

Provides expertise to co-workers and subordinates to ensure regulation compliance.

Prepares annual budget, conducts annual employee evaluations, conducts staff meetings, makes project assignments and sets priorities.

Reviews employee monthly reports, approves sick and annual leave for employees; evaluates and recommends employees for promotions and pay increases.

Develops, organizes and presents training for forestry personnel.

May represent the Division in meetings with governmental agencies and non-governmental organizations.

Performs technical studies and prepares records and reports.

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FORESTER SUPERVISOR - Cont'd.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of forestry laws and regulations.

Knowledge of departmental laws and regulations.

Knowledge of budgeting, purchasing and contract proposals.

Skill in oral and written communications.

Ability to supervise employees by assigning and reviewing work.

Ability to exercise good judgement in appraising situations, in making decisions and interpreting regulations.

Ability to make recommendations to experts within the department and to other agencies.

Ability to make recommendations for all forestry documents processed.

MINIMUM QUALIFICATIONS:

Training: : Associate degree in a Forest Technology program recognized by the Society of American Foresters **OR** a Bachelor's degree in a forestry program accredited by the Society of American Foresters.

Experience: Five years of full-time or equivalent part-time paid experience in the field of forestry.

Special Requirement: Must have a current license as a registered professional forester or a registered forestry technician or in the process of obtaining professional licensure. Must be licensed or eligible to be licensed to operate a motor vehicle in West Virginia. Must take and pass a physical examination within in the first six months of employment and submit to annual follow-up examinations. Failure to pass the initial examination will result in termination of employment. Failure to pass a subsequent examination may result in reassignment.

Positions must meet the qualifications for and become a Special Natural Resources Police Officer at the earliest opportunity following employment and maintain this commission throughout the period of employment in the position. This requirement may be waived at the discretion of the State Forester.

Established: 12/15/2005

Revised: 8/6/2008, 4/10/2009, 3/3/2011

Effective: 3/3/2011