

## Florence County Job Description

**Position Title:** Forestry and Parks Technician  
**Department:** Forestry and Parks  
**Reports To:** Forestry and Parks Administrator  
**FLSA Status:** Full-Time (40 hours per week)  
**Salary Range:** \$19.00 - \$27.50  
**Salary Grade/Level:** Grade 8

**Position Summary:** Implements Sustainable Forestry Programs on the Florence County Forest under the direction of the County Forest Administrator and the Florence County Forest Fifteen-Year Forest Plan. The Florence County Forestry and Parks Department manages 36,000 acres of public forest land in northeastern Wisconsin. This position will perform regeneration surveys, plantation survival checks, and county forest road surveys. This position will also assist in the management of the timber sale program including both timber sale establishment and administration. The individual will assist in the maintenance of recreation areas on the county forest including county parks, boat landings, recreation trails and other recreational facilities. Other duties may be required and/or assigned.

### **Essential Functions:**

#### **Forestry**

- Tabulate reconnaissance data and develop timber stand prescriptions, including the completion of all necessary paperwork associated with reconnaissance activities.
- Establish timber sales in conjunction with the Assistant Forest Administrator and DNR Liaison Forester, including cruising, marking, running lines, mapping, and preparing timber sale documents.
- Conduct timber sale administration as needed. Typical duties may include: scaling, checking contract compliance, communicating with contractors and truckers, private land owners, alerting the Assistant Forest Administrator to potential and existing problems.
- Perform inspections on Contract requirements and closing Timber Sale Contracts including BMP's, roads, trails, landings, seedings, Recon updates, scale summaries and final billings, etc. Conduct other forestry projects such as: planning, layout and design of site preparation, tree planting, regeneration and survival studies, timber stand improvement, release, etc.
- Assist with Carbon Credit program requirements

#### **Recreation, Parks, Ski Hill, Forest roads, and Wildlife**

- Maintenance and operation of Keyes Peak Ski Hill, maintenance of ski lodge, maintenance and operation of ski hill equipment.
- Maintenance of day use areas, boat landings and campgrounds including, fee collection, garbage pickup, mowing grass, cleaning public bathrooms, and general upkeep of facilities.
- Assist with Maintenance and Grooming of Cross Country Ski Trails.
- Assist with wildlife project work: gating, berming, signing, mowing and clearing.
- Assist snowmobile and ATV programs: brushing, signing, inspecting trails, developing new routes, working with clubs, landowners, local government.
- Heavy Equipment operation including, dozer, skid steer, loader/backhoe, front end loader, farm tractor and implements, 1-ton dump truck and trailers.

#### **Other**

- Assist with Forestry Education in conjunction with school programs, UWEX/WRIC.
- Maintain a professional attitude and attend training sessions and meetings as approved by the Forest Administrator.
- All other duties as assigned.

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### **Education:**

- A degree in Forestry or other closely related Natural Resource field is preferred, however no degree is required.
- Class A CDL is preferred and will be required with in 1 year of employment.

### **Knowledge, Skills and Abilities:**

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Excellent written and verbal communication skills; ability to communicate effectively to various groups and individuals.
- Strong computer skills in Microsoft Office, GPS Unit Software; exposure to ARC-VIEW, and WisFIRS preferred.
- Familiar with a variety of the field's concepts, practices, and procedures.
- The ability to exercise independent judgment and work without direct supervision.
- Have the ability to maintain accurate records and prepare clear and accurate reports.
- Must possess or acquire a valid Wisconsin driver's license.
- Have the ability to work cooperatively with others including: department employees, DNR employees, contractors, truckers, County employees, County officials, private landowners, clubs, organizations and the general public.

### **Physical Requirements:**

- Must have the ability, stamina and willingness to travel over long distances, over rough terrain, on foot, and in all types of weather. Will occasionally be required to perform physically strenuous labor.
- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. Occasionally required to stoop, kneel, or crouch.
- Occasionally required to sit and taste or smell.
- Regularly lift and or move up to 25 pounds and occasionally lift or move up to 50 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

### **Work Environment:**

- Portion of work week spent in an office environment. Minimal noise level.
- Regularly exposed to and working in outside weather conditions.
- Work schedule will vary depending on the season. Weekend work is mandatory during summer and winter months.
- On-call shifts on Saturdays when the Ski Lodge is rented for weddings

### **Employee Acknowledgement:**

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I acknowledge that I have received a copy of the Limited Term Forestry Technician job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name