

## **JOB DESCRIPTION**

<b>JOB TITLE:</b> County Forester	<b>JOB CODE:</b>
<b>DEPARTMENT:</b> Commissioners	<b>SUPERVISOR'S TITLE:</b>
<b>FLSA STATUS:</b>	
<b><u>POSITION SUMMARY</u></b>	
<p>The County Forester develops, promotes and implements county forestry policies and practices that assist federal, state and private forest landowners in management of their forestlands that reduce wildfire risk, and enhances forest health, wildlife and watershed habitat, and economic well-being in Lincoln County. The Forester acts as county representative to the U.S. Forest Service (USFS), and the Montana DNRC, wood products entities and private landowners. The Forester advises the county commissioners on forest management issues and provides county input during the NEPA/MEPA process. The Forester is responsible for promoting the implementation of the priorities and goals identified in the Community Wildfire Protection Plan (CWPP) and managing vegetation on existing and future county timberlands and parklands. The Forester is responsible for department budgeting and implementing and maintaining a fuel reduction grant program through grant writing, grant administration and implementation.</p>	

### **ESSENTIAL FUNCTIONS**

1. Nature of work: Delivery of county forestry services. As directed by the commissioners, coordinate with regional and local USFS staff, Montana DNRC state and local staff, and private landowners. Review forest projects and prepare responses to projects through NEPA/MEPA processes, provide on-the-ground forestry support to DNRC Good Neighbor projects, provide technical forestry assistance to private landowners in basic forest stewardship planning and implementation, manage the county's hazardous fuels reduction program by providing cost-share fuel reduction grant opportunities to private landowners. Represent the county on the Kootenai Forest Stakeholder Coalition and provide educational outreach and services.
2. Administrative duties: Develop, manage and maintain an annual budget. Coordinate with county finance department to pay all claims in a timely manner. Work with grant agencies to submit grant proposals and meet all grant reporting requirements and administrative duties. Coordinate with the county road, park and air quality departments on projects, and other county/city departments as needed.
3. Personal Contacts: Establish and maintain contact with land management agencies, timber/lumber companies, local contractors, private landowners, grant agencies, schools, etc.
4. Supervision Received: Communication and consultation with County Commissioners as needed.
5. Supervision Exercised: All other employees if the department expands.

## **DUTIES AND RESPONSIBILITIES**

1. Represent Commissioners in collaboration with USFS, DNRC, USFWS, FWP
2. Research grant opportunities, develop and submit grant proposals, administer and implement awarded grants.
3. Manage fuel reduction projects on private lands within the wildland urban interface in accordance with grant requirements, agency regulations, and state laws.
4. Manage county forestlands and parklands.
5. Work with local contractors to assure successful forest treatment outcomes on county and private lands.
6. Coordinate with county and state air quality programs to manage slash burning projects.
7. Manage the department's annual budget.
8. Review all NEPA/MEPA documents on natural resource projects on state/federal lands throughout Lincoln County.
9. Make recommended written response comments on all NEPA/MEPA projects for Commissioners review, approval and signatures.
10. Integrate with USFS and MT DNRC on implementation and planning of "Good Neighbor Authority Projects" within the county.
11. Implement and maintain the 2023 Lincoln County Community Wildfire Protection Plan (CWPP) and revise as required.
12. Represent Lincoln County on, and serve as an active member of, the Lincoln County FireSafe Council.
13. Advance the principles of Fire Adapted Kootenai and Fire Adapted Montana and oversee the Firewise Program.
14. Serve as a member and represent County positions and policies with the Kootenai Forest Stakeholders
15. Develop a strategic plan for implementation of changes to the County Forestry program.

## **JOB SPECIFICATIONS**

**Education:** Bachelor of Science in Forestry, with coursework in forest health and forest management. Must possess Montana driver's license.

**Experience:** Minimum of five years of active forestry work experience in forest management and sale administration, or any satisfactory, equivalent forestry experience. Active experience in NEPA, MEPA, and associated natural resource law, wildland fire management and mitigation, and grant writing and administration. Experience in working with and communicating with diverse groups, participating in collaborative groups/projects. Wildland firefighting experience preferred. ArcGIS mapping experience preferred.

**Knowledge, Skills, Abilities and Competencies:** Thorough knowledge of forest management principles, practices, regulations; considerable knowledge of short and long-range federal forest planning and programs, wildland fire mitigation and industry operations. Considerable knowledge of forestry

equipment, map reading, surveying, road location and maintenance. Considerable knowledge of office and contract/grant management. Ability to coordinate and work with diverse groups from government agencies, industry, and private landowners. Ability to understand the needs and requirements of Lincoln County and represent them to stakeholders. Ability to be tactful and respectful while asserting the needs of Lincoln County and grant requirements. Proficiency in public presentations and office and field technology. Strong written and verbal communication skills and proficiency with computer technology, including ArcGIS. Along with strong work and safety ethic is required, as is the ability to multi-task.

**WORKING ENVIRONMENT**

1. Physical Demands: Requires bending, lifting and carrying up to 50 lbs., walking or hiking over rough, steep, brushy terrain.
2. Visual, Hearing and Dexterity Demands: Visual requirements include close vision, distance vision, color vision, peripheral vision and good depth perception. Good or corrected hearing is required.
3. Working Conditions: Both office and field working conditions; Fieldwork environment during the year includes working in adverse weather conditions, i.e., hot, cold, wet, snowy, etc. Work conditions include working alone and meeting with landowners in remote locations. A considerable amount of driving is required in various weather conditions and road conditions, including unimproved, mountain roads.

**The above is intended to describe the key elements and requirements for the performance of this position. Employees may be required to perform other related duties and activities not specifically stated in this document.**

APPROVALS:

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Supervisor

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Human Resources

Origin Date: \_\_\_\_\_

Review Dates: \_\_\_\_\_  
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Revision Dates: \_\_\_\_\_  
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