

# Responsibilities

The effective implementation of the elements of this manual involves numerous people at different levels and different locations in the Department of Forestry. The following listing of responsibilities is intended to provide a general view of how responsibilities are assigned for road management on state-owned forest land. In some cases staffing levels are different and responsibilities may be shifted to different personnel. In other cases responsibilities may be shifted to different personnel for organizational reasons. It is not as important where the responsibilities are assigned as it is that all of them are assigned to someone. Managers and supervisors are responsible for assuring that qualified personnel are assigned to carry out the responsibilities for road management identified in this manual.

## State Forests Program Director

The State Forests Program Director is responsible for developing the overall policies, goals and objectives for forest road management on state-owned forest land.

## State Forests Program Staff Engineer

The State Forests Program Staff Engineer is responsible for:

- Providing input and assistance to the Program Director in the development of policies, goals, and objectives for forest road management.
- Providing guidance, including training, on the implementation of the policies, goals, and objectives for forest road management.
- Providing technical assistance in the implementation of the policies, goals, and objectives for forest road management.
- Providing technical assistance in planning, designing, constructing, maintaining, and/or vacating specific road projects on state-owned forest land.
- Track and evaluate new methods and technology such as GIS and computer software for possible use in The State Forest Program.

## Area Director

The Area Director is responsible for ensuring the elements of forest road management identified in this manual are efficiently and effectively accomplished in his/her geographic area.

## **District Forester**

The District Forester is responsible for:

- Ensuring the elements of forest road management identified in this manual are efficiently and effectively accomplished in the district.
- Providing oversight and support in the staffing, budgeting, and organizing of road management on state-owned forest land in the district.

## **Assistant District Forester/Unit Forester**

The Assistant District Forester/Unit Forester is responsible for:

- The overall supervision and management of the road management program on state-owned forest land in the district or unit.
- Identifying the long-term, mid-term, and short-term needs of the road management program in the district or unit and then staffing, budgeting, and organizing to meet the identified needs. Assuring that transportation plans have been developed and are being followed.
- The review and approval of critical and/or sensitive road construction, improvement, maintenance or vacation projects.
- The review and approval of significant changes to contracted road projects.
- Approval and documentation of exceptions to the standards and processes specified in this manual.

## **Timber Sale Layout Personnel**

Timber Sale Layout Personnel are responsible for:

- Reconnaissance of proposed locations for roads and landings, including alternative locations that will be used to access planned timber sales.
- Marking proposed road and landing locations on the ground.
- Developing design specifications for roads that require basic level engineering procedures.
- Recognizing when proposed roads and/or landings will cross a critical or sensitive location and requesting the appropriate technical assistance in the location and design of that portion of the project.

## **District Engineer**

The District Engineer is responsible for:

- Designing roads or portions of roads that require the use of mid-level or advanced level engineering procedures.

- Designing critical road structures such as culverts on fish bearing streams, bridges, or retaining walls.
- Assisting timber sale layout personnel in locating roads in sensitive areas such as high-risk sites or wetlands.
- Assisting project administrators in the review of unforeseen problems on road construction or improvement projects.
- Designing modifications to road construction or improvement projects when unforeseen problems arise.
- Providing technical assistance to project administrators and/or equipment operators on the use of various road construction, improvement, maintenance or vacating practices.
- Maintaining an inventory of the current condition of roads in the district on state-owned forestland and using the inventory to identify, plan, and schedule the road improvement and road maintenance needs in the district.
- Supervise the maintenance program for roads in the district that are on state-owned forestland.
- Developing and implementing a plan for “emergency road maintenance” during periods of severe weather.
- Provide input for transportation planning at the level II planning level in coordination with forest management planning.

For districts that do not have a district engineer, the above responsibilities must be assigned to other district personnel or fulfilled through other means such as assistance from adjacent districts or contracts.

## **Project Administrator**

The Project Administrator is responsible for:

- Administering contract and/or project specifications to result in the project being completed as planned and designed.
- Documenting work on the project through diaries, inspection reports, instructions, and other written communications.
- Recognizing and initiating needed changes to contract and/or design specifications when unforeseen problems arise.
- Requesting technical assistance and/or input from geotechnical specialists, engineers, biologists, or other professionals for critical or sensitive situations.
- Taking appropriate administrative action when results are not consistent with contract or design specifications.

- Making progress inspections including a final inspection at the completion of the project. Approving or recommending approval of the project at its completion.

## **Geotechnical Specialist**

Geotechnical specialists are a part of the area organization and provide assistance to several districts in the area. The Geotechnical Specialist is responsible for:

- Providing technical assistance in the location, design, and construction of roads and landings especially when high-risk sites, unstable areas, or other critical or sensitive geologic formations are involved.
- Providing technical assistance in designing modifications to projects when unforeseen situations are encountered.
- Providing technical assistance in the design and construction of road improvement projects especially when high-risk sites, unstable areas, or other critical or sensitive geologic formations are involved.
- Providing technical assistance in the vacating of roads especially when high-risk sites, unstable areas or other critical or sensitive geologic formations are involved.
- Providing technical assistance for repair of road prism failures especially when high-risk sites, unstable areas, or other critical or sensitive geologic formations are involved.