STATE OF OREGON
POSITION DESCRIPTION

Agency: Oregon Department of Forestry
Division: Forest Grove District

This position is:
☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc - Supervisory
☐ Mgmt Svc - Managerial
☐ Mgmt Svc - Confidential

New ☐ Revised ☒

SECTION 1. POSITION INFORMATION

a. Classification Title: Natural Resource Specialist 2
b. Classification No: C8502
c. Effective Date: 09-10-2012
d. Position No: 917
e. Working Title: Stewardship Forester
f. Agency No: 62900
g. Section Title: Protection Unit
h. Budget Authorization No:
i. Employee Name:
j. Representation Code: SEIU

k. Work Location (City-County): Forest Grove-Washington
l. Supervisor Name (optional): Eric Perkins

m. Position: ☒ Permanent
☐ Seasonal
☐ Full Time
☐ Part Time
☐ Limited duration
☐ Intermittent
☐ Academic Year
☐ Job Share

n. FLSA: ☒ Exempt
☐ Non-Exempt
If Exempt:
☐ Executive
☐ Professional
☐ Administrative

o. Eligible for Overtime: ☒ Yes
☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who’s affected, size, and scope. Include relationship to agency mission.

In support of the Board of Forestry’s Program for Oregon, the mission of the Private Forests (PF) Program is to maintain and enhance the diverse values of Oregon’s private forest lands and to assure their continuous and sustainable contribution to the economic, social and environmental well being of the State and its citizens. These values include the productive capacity, soil and water quality, diverse native plant and animal populations and their habitats, and ecosystem, watershed and airshed health. The position is one of three Stewardship Foresters in the Forest Grove District. The area of responsibility for the PF Program in the District encompasses approximately 865,000 acres in portions of Columbia, Multnomah, Tillamook, Washington, and Yamhill counties. Funding is provided by the Forest Products Harvest Tax, the State General Fund, Federal Programs, and landowner assessments.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement: The primary purpose of this position is:

The purpose of this position is to promote healthy and sustainable private and community forest lands in portions of Multnomah, Washington and Yamhill counties through information, technical advice, incentives and regulation. It is accomplished through field administration of the Forest Practices Act, the Industrial Forest Fire Prevention Program and Smoke Management Program, and by administering financial incentive programs and providing professional technical advice to foster independent private actions, private to private collaboration, and public to private collaboration.

SECTION 3. DESCRIPTION OF DUTIES
List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

<table>
<thead>
<tr>
<th>% of time</th>
<th>N/R/NC</th>
<th>E/NE</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>NC</td>
<td>E</td>
<td>Forest Management Assistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Provide landowners in the District with forest management assistance including management planning, technical forestry assistance, and technical advice. This includes information about growing and harvesting forest products, markets, contracts, contractors, land and timber taxes, afforestation and reforestation, tax credits, and other assistance associated with professional forestry. Approve Forest Stewardship management plans, administer cost share programs and grant programs following the policies and guidelines established by the PF Program and federal agencies.</td>
</tr>
<tr>
<td>50</td>
<td>NC</td>
<td>E</td>
<td>Forest Law Administration</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Assist operators and clerical staff in preparing notifications and permits to use fire or operate power driven machinery; evaluate notifications and assign inspection priorities; inspect forest operations; review written plans and approve alternate plans; enforce Forest Practice laws and rules; inspect and monitor reforestation requirements; and coordinated relevant information with other governmental agencies. Provide written statements of unsatisfactory conditions to operators to avoid damage to protected resources. When damage occurs follow appropriate enforcement directives to correct damage. This position may be responsible for administering and enforcing industrial fire prevention activities related to landowner slash liability laws and conducting operation inspections. These activities may be coordinated with the USFS, BLM and forest landowner representatives.</td>
</tr>
<tr>
<td>10</td>
<td>NC</td>
<td>E</td>
<td>Oregon Plan Implementation and Grant Administration.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Promote voluntary measures in the Oregon Plan for Salmon and Watersheds that maintain and enhance forest resources. Coordinate grant proposals. Promote forest certification and sustainability programs such as the American Tree Farm, Tree Farmer of the Year, and Operator of the Year. Provide information to local Small Woodland Association programs and Watershed Councils. Represent the Department in inter-agency assistance programs with Oregon State Extension Service, Department of Fish &amp; Wildlife, Natural Resource Conservation Service (NRCS), Farm Services Agency, and the USFS State and Private Division.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NE</td>
<td>Administer fuel reduction grants, Watershed Health, CREP, and other grants as funds are available to meet the grant requirements. This includes advertising, administration, project tracking, and completing paperwork turned in by cost share applicants for final payments.</td>
</tr>
<tr>
<td>10</td>
<td>R</td>
<td>E</td>
<td>Training, Reporting, Industrial Fire Inspections, and Fire Responsibilities</td>
</tr>
<tr>
<td></td>
<td>R</td>
<td>NE</td>
<td>Attend and/or present PF Program training. Provide technical assistance to, and coordinate with, Department insect and disease projects. Develop monthly and annual reports of activities and accomplishments.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inspect priority Districts forest operations during fire season for compliance with Oregon’s Fire Prevention laws.</td>
</tr>
<tr>
<td>5</td>
<td>R</td>
<td>E</td>
<td>Other Duties as Assigned</td>
</tr>
<tr>
<td></td>
<td>R</td>
<td></td>
<td>Because the Department’s highest priority work is a forest fire emergency, this position may be utilized during those emergencies to provide assistance in a variety of ways. That assistance may be directly aiding the emergency effort in the field or at the Salem headquarters. It also may be in providing backup to fill in for another position that is being used in direct aid to the emergency, or it may be in performing an essential function in some capacity either within this Program or elsewhere in Salem or in the field.</td>
</tr>
</tbody>
</table>

100%
SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Required to wear adequate field boots. Exposed to noisy logging equipment (2 times/week). Exposed to heavy smoke and high heat on slash burns and wildfires (3 times/year). Drive on steep, narrow logging roads (2 times/week). Walk over rough terrain (2 times/week). Exposed to pesticides (2 times/year). Deal with potentially hostile and angry people during law enforcement and complaints (30 times/year). Required to drive an assigned vehicle, obeying all traffic laws.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.
   - Oregon State Statutes and Administrative Rules
   - Forest Practices Handbook/Guidance
   - Department policies and directives
   - City & County Land Use Plans and Ordinances related to forest practices
   - Incentive Program Manuals
   - ODF Working Guidelines
   - Forestry Program for Oregon

b. How are these guidelines used?
   All of the above are used as reference materials. The employee must be knowledgeable and able to interpret forest laws and procedures to effectively perform the duties and to provide assistance to landowners, operators, other professional foresters and the public.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forest Landowners</td>
<td>Phone/Person/Letters</td>
<td>Administration of FPA/FP</td>
<td>Daily</td>
</tr>
<tr>
<td>Forest Operators</td>
<td>Phone/Person/Letters</td>
<td>Administration of FPA/FP</td>
<td>Daily</td>
</tr>
<tr>
<td>Program Staff</td>
<td>Phone/Person/Memos</td>
<td>Training and assistance</td>
<td>Weekly</td>
</tr>
<tr>
<td>F&amp;W Biologist</td>
<td>Phone/Person</td>
<td>Technical assistance</td>
<td>Monthly</td>
</tr>
<tr>
<td>General Public</td>
<td>Phone/Person/Letters</td>
<td>Giving information/Assistance</td>
<td>Daily</td>
</tr>
<tr>
<td>City/County Planning Dept</td>
<td>Phone/Person/Letters</td>
<td>Information Exchange</td>
<td>Monthly</td>
</tr>
<tr>
<td>DOGAMI, DSL, DWR, FSA, NRCS, OSU EXT., OWSA, ODOT, etc.</td>
<td>Phone/Person/Memos</td>
<td>Information Exchange</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.
Make recommendations for specific activities that will enhance resource protection and values on private land. Determine whether plans for commercial forest operations will protect forest resources. Determine if violations of the Forest Practices Act have occurred or will occur from a specific activity. Determine if violations of fire prevention laws have occurred. Advise customers of grant requirements and upon completion of grant work determine if the work fulfills the grant requirements for payment.

All above decisions will determine how well forest resources are protected and enhanced.
SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Position Number</th>
<th>How</th>
<th>How Often</th>
<th>Purpose of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forest Unit Supervisor 2</td>
<td>0676</td>
<td>In writing</td>
<td>Annually</td>
<td>To ensure that job expectations related to the Private Forests Program are being met.</td>
</tr>
<tr>
<td>Same</td>
<td>Same</td>
<td>Verbally</td>
<td>Continually</td>
<td>To ensure deadlines are met &amp; to maintain good communication</td>
</tr>
</tbody>
</table>

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 0

b. Which of the following activities does this position do?

- [ ] Plan work
- [ ] Assigns work
- [ ] Approves work
- [ ] Responds to grievances
- [ ] Disciplines and rewards
- [ ] Coordinates schedules
- [ ] Hires and discharges
- [ ] Recommends hiring
- [ ] Gives input for performance evaluations
- [ ] Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge, skills, certificates and licenses needed at time of hire that are not already required in the classification specification:

The person in this position must:
1. Be qualified as a Fire Warden Class A.
2. Maintain working knowledge of forest pesticides.

The person in this position is required to wear a Department uniform frequently during fire season and occasionally outside of fire season. A uniform and badge are required to be worn for all law enforcement activities. Work boots are required for field activities.

The person in this position must be able to work with limited supervision, have the ability to communicate effectively in writing, as well as orally.

Must possess a valid driver's license with an acceptable driving record.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

<table>
<thead>
<tr>
<th>Operating Area</th>
<th>Biennial amount ($00000.00)</th>
<th>Fund type</th>
</tr>
</thead>
</table>

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.
### SECTION 12. SIGNATURES

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Appointing Authority Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
POSITION DESCRIPTION ATTACHMENT

Position Title: NRS2
Position #: 917
Completed By: Nate Agalzoff Date: 3/5/2015

Not Required Rarely = Occasionally = Frequently = Continually =
1% or less 1-33% 34-65% 66-100%

PHYSICAL REQUIREMENTS

1. Sitting:
   Uninterrupted (O) Sitting occurs primarily while driving to and from fires, issuing burning permits and prevention programs. Sitting in the office occurs while completing reports and using telephones. Employee may get up and move frequently or as needed.
   Surface – Vehicle seat, Chair

2. Standing:
   Uninterrupted (F) Stands or walks for up to four hours. Breaks could be taken.
   Surface – Concrete, pavement and wood, surfaces would be encountered while doing fire suppression, building and grounds maintenance, prevention programs, instruction and equipment repair. Forest involves natural forest terrain, logging slash, dirt and gravel roads as well as tough surface in steep and uneven ground.

3. Walking:
   Uninterrupted (F) Walks for up to four hours. Breaks could be taken.
   Surface – Concrete, pavement and wood, surfaces would be encountered while doing building and grounds maintenance, prevention programs, instruction and equipment repair. Forest involves natural forest terrain, logging slash, dirt and gravel roads. Rough surface in steep and uneven ground.

4. Crouching (bending at knees):
   Uninterrupted (O) Crouching occurs when traversing rough and uneven forest terrain and logged over areas on fires and when working with little children during prevention programs, maintain equipment and during building and grounds maintenance.

5. Kneeling/Crawling:
   Uninterrupted (O) Kneeling and crawling occurs occasionally when negotiating steep uneven ground, downed logs and low hanging brush.
   Surface – Concrete and wood surface doing building and grounds maintenance, equipment repair and prevention duties. Rough forest terrain, logging slash, fire areas and brushy areas.

6. Stooping (bending at waist): (F) Stooping occurs while firefighting, prevention programs, building and grounds maintenance and equipment repair.

7. Twisting (Knees/waist/neck):
   Knees (F) Twisting occurs while walking over rough terrain in forest conditions, during fire suppression, prevention programs, building & grounds maintenance and equipment repair.
   Waist (F) Twisting at the waist occurs for balance when walking over rough forest terrain, during fire suppression, prevention programs, building & grounds maintenance and equipment maintenance.
   Neck (F) Twisting at the neck occurs in order to keep usually aware of safety hazards when operating a vehicle and when walking over rough forest terrain, during fire suppression, prevention programs, building & grounds maintenance and equipment maintenance.

8. Climbing: (O) Climbing occurs in order to traverse steep forest terrain, downed logs. Occasionally climb steep bluffs, rocky terrain, climbing ladders and steps while performing building & grounds maintenance and working on during equipment repair.
   Surface – Ladder, Steps, Forest Areas

9. Balancing: (F) Balance very important when walking over rough, uneven forest terrain, while working in fire suppression related duties, performing building & grounds maintenance and equipment repair.
10. **Leg/Foot Use (for machine controls):** (O) Leg/Foot use needed to operate motor vehicle and fork lift.

11. **Reaching (overhead/extension):**
   - Overhead (F) Reaching overhead occurs when negotiating low brush and other walking barriers in the forest terrain, during fire suppression duties, building & grounds maintenance and equipment maintenance duties.
   - Extension (F) Occurs when negotiating brush and other walking barriers in forest terrain, during fire suppression duties, building & ground maintenance and equipment maintenance.

12. **Handling/Grasping:**
   - Handling (C) Occurs during fire suppression duties, building &ground maintenance and equipment maintenance duties. Grasping of all tools and equipment related to fire suppression and maintenance of equipment.
   - Grasping (C) Grasping required for fire suppression duties, building & grounds maintenance and equipment maintenance duties. Grasping of all tools and equipment related to fire suppression and maintenance of equipment.

13. **Fingering/Feeling (Tools Equipment):**
   - Fingering (C) While operating keyboards on computers, mechanics tools and any other equipment related to fire suppression, building & grounds maintenance and equipment repair.
   - Feeling (C) While feeling high temperature areas (hot spots) during fire suppression and maintenance of equipment.

14. **Pushing/Pulling (average weight/maximum weight):**
   - Pushing, Average (F) – 20# Frequently while performing fire suppression duties, building & grounds maintenance and equipment maintenance
   - Pushing, Maximum (O) - 100# Occasionally lifting fire hose, pumps, ladders, tools, fire engine components while fighting fires, maintaining equipment and building & grounds maintenance.
   - Pulling, Average (F) – 20# Frequently while performing fire suppression duties, building & grounds maintenance and equipment maintenance.
   - Pulling, Maximum (O) – 100# Occasionally while performing fire suppression duties, building & grounds maintenance and equipment maintenance.

15. **Lifting/Carrying (average weight/maximum weight):**
   - Lifting, Average (F) – 20# Frequently lifting fire hose, pumps, ladders, tools, fire engine components while fighting fires, maintaining equipment and ground maintenance.
   - Lifting, Maximum (O) – 100# Occasionally lifting fire hose, pumps, ladders, tools, fire engine components while fighting fires, maintaining equipment and building & grounds maintenance.
   - Carrying, Average (F) – 20# Frequently carrying fire hose, pumps ladders, tools, fire engine components fighting fires, maintaining equipment & building grounds maintenance.
   - Carrying, Maximum (O) – 100# Occasionally carry fire hose, pumps, ladders, tools, fire engine components while fighting fire, maintaining equipment and building & grounds maintenance.

16. **Other physical demands:** (O) Working in smokey conditions for extended periods of time in hot dry conditions. Work in highly variable terrain. WCT/Fitness - Arduous

**USE OF SENSES**

1. **Talking:** (C) While communicating in person, by telephone, radio dialogue. Involves communication with coworkers, general public, other agencies, operators, landowners, timber owners, local vendors and school children.

2. **Hearing:** (C) While communicating in person, by telephone, radio dialogue. Involves communication with coworkers, general public, other agencies, operators, landowners, timber owners, local vendors and school children.

3. **Vision:** (C) Used for operating motor vehicle, written documentation correspondence, sizing up wildland fires, reviewing instruction manuals and maintenance manuals.

4. **Smell:** (F) Used to detect fires- hotspots, recognizing potential hazards in the woods.

5. **Others**
ENVIRONMENTAL - WORKING CONDITIONS

1. Works indoors (exposures): (C) hand tool, solvents, oils, petroleum products, noise from equipment and tools.
2. Works outdoors (exposures): (O) forest fires, slash burns, driving, and inclement weather.
3. Safety equipment: (F) Hard hat, gloves, safety glasses, boots, tool guards, fire shirt, fire pants, fire shelters & hearing protection.
4. Exposures: (O) chemicals, weather, forest fires, slash burns, driving.
5. Operation of equipment/tools/vehicles:
   - Equipment (O) chain saw, lawnmower, fork lift, machine shop equipment.
   - Tools (F) hand tools, power tools, fire suppression tools.
   - Vehicles (O) pick-up trucks, fire engines, forklifts.
6. Required hygiene standards: Clean and professional appearance, uniform neat and clean, proper clean-up after exposure to poison oak.

MENTAL REQUIREMENTS

1. Interaction with others: (C) Interaction with coworkers, supervisor, clients (operators, landowners), vendors, general public.
2. Deadlines/shift work/flexibility: (C) Deadlines with projects, equipment maintenance and repair. Generally 7:30 to 4:00 pm shift during winter, 9:00 to 6:00 p.m. shift during fire season. Professional flexibility to meet demands.
3. Highly repetitive work: (O) Highly variable.
4. Attention to detail: (C) Reviews and maintains inventories and maintains equipment to manufacturers specifications. Must be able to discriminate between important detail and convey detailed information. In field, observation is critical in evaluating fire behavior, men and equipment requirements for fire suppression and law enforcement activities. Reports must be complete and detailed.
5. Other psychological demands: Must be able to deal with difficult individuals and diffuse hostile situations. Must respond to emergencies according to Department procedures/policies. May need to administer first aid and CPR.

NOTE: THIS IS THE WAY THE JOB IS CURRENTLY BEING DONE.

Employee Signature ___________________________ Date ___________________________

Immediate Supervisor Signature ___________________________ Date ___________________________