

IRON COUNTY POSITION DESCRIPTION

POSITION: RECREATION FOREST TECHNICIAN

DEPARTMENT: FORESTRY DEPARTMENT

LOCATION: Iron County Forestry Department

REPORTS TO: Forest Administrator

Purpose of Position:

Position assists the County Forest Administrator in the management of the Iron County Forest Recreational Trail Systems, County Parks, Saxon Harbor and Forest Management program.

Minimum Qualifications:

1. **An Associate's Degree in a related field** is preferred but a High School Diploma and significant work experience may be considered.
2. Ability to communicate effectively, both verbally, and in writing, and to deal with people effectively.
3. Must be capable of performing vigorous outdoor work in adverse weather conditions.
4. Ability to lift and carry up to 50 pounds.
5. Must possess a valid Wisconsin Driver's License, with CDL Class "A" endorsement, or be able to obtain one within 90 days of hiring.
6. Ability to work productively with minimal supervision and exercise independent judgement.

Knowledge, Skills, and Abilities:

1. Training or experience in operation and maintenance of power tools and small equipment such as chainsaws, trimmers, tractors and all-terrain vehicles.
2. Training or experience in operation and maintenance of heavy equipment including bulldozer, backhoe, excavator, and dump trucks.
3. Training or experience in building construction techniques, installation and repair of simple plumbing fixtures, installation and repair of basic electrical wiring and fixtures.
4. Understanding of typical silvicultural systems and management practices for timber types native to Northern Wisconsin, cruising and forest mensuration techniques, logging practices commonly utilized in the Lake States, multiple use land management concepts, and record keeping techniques including GPS and GIS.

5. Working knowledge of word processing, spreadsheet, database, email and presentation software (Microsoft Office).
6. Ability to change, problem-solve, and analytically think.
7. Ability to interact with diverse public groups, State, Federal, and local governmental agencies and a diverse work force in an effective, collaborative manner.
8. Ability to express a positive attitude and exercise good judgement, integrity, and tact when dealing with the public, co-workers, or partnering agencies.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

County Recreational Trail Maintenance – 40%

1. Inspect, remove vegetation from, repair the surface of, and groom the surface of, County Recreational Trails, as directed by the Forest Administrator.
2. Operate County snowmobile trail grooming equipment, as directed by the Forest Administrator.
3. Keep accurate records of trail grooming and maintenance expenditures and equipment use and other expenses.
4. Assist in development and location of new recreational trails within Iron County.
5. Assist Forest Administrator with preparation and implementation of required permits for all County recreational trails.
6. Assist Forest Administrator with preparation and implementation grants for all County recreational trails.
7. Monitor work performed by local clubs within Iron County on County recreational trails.
8. Represent the Iron County Forestry Department at meetings and conferences related to recreational trails and other recreational activities, as directed by the Forest Administrator.

County Parks and Harbor Operations – 40%

1. Assist Forest Administrator with preparation of Parks Annual Work Plan.
2. Assist in completion of projects identified in the annual work plan. Reporting project status, impediments, and resources and supplies needed to the Forest Administrator.
3. Assist in assessment of damage caused to parks and harbors, whether caused by natural elements or humans; advise Forest Administrator of resources and supplies necessary to complete emergency work and make every effort to complete emergency work.
4. Assist in performing routine maintenance and repairs in parks and harbors, as needed.
5. Assist Forest Administrator in preparing grant applications for all County Parks and Harbor projects, including maintenance, expansion, or development.
6. Represent the Iron County Forestry Department at harbor related meetings and conferences, as directed by the Forest Administrator.

Timber Sale Program – 10%:

1. Utilize Iron County Forest Compartment Reconnaissance data to plan timber harvesting activities, and to update recon data for areas where harvesting has been completed. Update county recon data utilizing GIS.
2. Assist County Foresters with timber sale establishment including, but not limited to, timber marking, cruising, and boundary line work.
3. Assist County Foresters with scaling duties including, but not limited to, collection of Truck Haul tickets, forest product scaling and measurements, and forest road and landing seeding.

Other Duties – 10%:

1. Assist with other department projects when additional personnel are temporarily needed to complete them.
2. Map and estimate equipment and personnel needs for various timber stand improvement projects on county lands.
3. Layout and map the location of trails and roads on County Forest lands using GPS and GIS equipment and techniques.
4. Cooperate with and assist the Wisconsin Department of Natural Resources with forest fire prevention and suppression work in the county forests during periods of high forest fire danger.
5. Attend training sessions and professional meetings as approved by Forest Administrator.
6. Other duties as assigned by Forest Administrator or Forestry Committee.

Iron County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.