

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Forest Management

SERIES NUMBER:

2233

MAJOR AGENCIES:

Natural Resources

EFFECTIVE:

02/18/2018

SERIES PURPOSE:

The purpose of the forest management occupation is to manage the operation of state forests & coordinate fire suppression activities in order that the public may enjoy the beauty of nature's forests.

At the first managerial level, incumbents manage operations of Class 1 state forest &/or in assigned privately owned fire protection area & supervise assigned forestry personnel. At the second managerial level, incumbents manage operation of Class 2 state forest & supervise assigned forestry personnel. At the third managerial level, incumbents manage operation of Class 3 state forest & supervise assigned forestry personnel. At the fourth managerial level, incumbents direct multiple forest resource management programs within assigned district or manage operations of state forest having more than 60,000 acres & supervise assigned forestry personnel.

JOB TITLE

Forest Manager 1

JOB CODE

22331

PAY GRADE

09

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The first managerial class works under direction & requires considerable knowledge of forestry related government regulations & fire suppression techniques in order to manage operations of Class 1 state forest (i.e., less than 3,000 acres of state-owned land) &/or in assigned privately owned fire protection area & supervise assigned forestry personnel.

JOB TITLE

Forest Manager 2

JOB CODE

22332

PAY GRADE

11

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The second managerial level class works under general direction & requires thorough knowledge of forestry management, related government regulations & fire suppression techniques in order to manage operations of Class 2 state forest (i.e., more than 3,000, but less than 20,000 acres of state-owned land) & supervise assigned forestry personnel.

JOB TITLE

Forest Manager 3

JOB CODE

22333

PAY GRADE

12

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The third managerial level class works under general direction & requires thorough knowledge of forestry management, related government regulations & fire suppression techniques in order to manage operations of Class 3 state forest (i.e., 20,000 or more acres of state-owned land) & supervise assigned forestry personnel.

JOB TITLE

District Forest Manager

JOB CODE

22336

PAY GRADE

14

EFFECTIVE

02/18/2018

CLASS CONCEPT:

The fifth managerial level class works under administrative direction & requires extensive knowledge of district-level forestry management, government regulations & fire suppression policies in order to direct multiple forest resource management programs for assigned district & supervise assigned managerial forestry personnel or manage operations of state forest having more than 60,000 acres of land & supervise assigned forestry personnel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Forest Manager 1	22331	EX	01/09/2005	09

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs & assists local fire departments with fire suppression activities (i.e., assists in fire fighting, analyzes previous fire occurrences, implements fire prevention methods in high fire occurrence areas, selects local fire warden to act as liaison, conducts arson investigations, issues citations, testifies regarding fire violations) at Class 1 state forest (i.e., less than 3,000 acres) &/or in assigned privately-owned fire protection area & supervises activities of forestry personnel involved in fire suppression activities &/or performance of area maintenance duties (e.g., facility, equipment, road maintenance), conducts safety training of various staff (e.g., rangers, local fire department staff) in proper use of equipment (e.g., chain saws, fire plows) & proper fire suppression techniques (e.g., tree-cutting) &/or assists forester consultants (e.g., out-of-district personnel not assigned to forest) with various forest management functions (e.g., timber stand improvement projects, seed collection) &/or monitors timber & firewood sales to public.

Prepares & administers state forest or fire protection area budget, purchases equipment & supplies, approves area payroll (e.g., of staff, of fire wardens) & prepares & maintains records (e.g., of fire suppression activities).

Performs various public relations duties (e.g., acts as liaison with fire departments; presents slide shows & programs to schools, clubs & civic groups; conducts facility tours).

MAJOR WORKER CHARACTERISTICS:

Knowledge of forestry; forest management*; forest fire control, firefighting & suppression techniques; public relations; government rules & regulations pertaining to forestry & firefighting; budgeting; forest fire & forest damage investigations. Skill in operation of chain saws, tractors, trucks & backhoes; firearms & other law enforcement equipment (e.g., PR 24 nightstick)*. Ability to prepare accurate citations & forest reports; interpret variety of technical material in books, journals & manuals; gather, collate & classify information about data, people or things; prepare & deliver sensitive speeches before specialized groups, general public & media.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in forestry; 9 mos. trg. or 9 mos. exp. in forest fire control, firefighting & suppression techniques; 3 mos. trg. or 3 mos. exp. in forest fire & forest damage investigations; 3 mos. trg. or 3 mos. exp. in budgeting; 3 mos. trg. or 3 mos. exp. in public relations.

-Or 18 mos. trg. or 18 mos. exp. in forestry work; 9 mos. trg. or 9 mos. exp. in forest fire control, firefighting & suppression techniques, 3 mos. trg. or 3 mos. exp. in forest fire & forest damage investigations; 3 mos. trg. or 3 mos. exp. in budgeting; 3 mos. trg. or 3 mos. exp. in public relations.

-Or 6 mos. exp. as Assistant Forest Manager, 22330.

Note: If position involves operation of motorized vehicles covered by Section 4506.01 of Revised Code, applicant must have valid commercial driver's license. If position is assigned law enforcement duties, applicant must also have Ohio Peace Officer Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Forest Manager 2	22332	EX	01/09/2005	11

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages operation of Class 2 state forest (i.e., 3,000 but less than 20,000 acres of state owned land) & privately-owned fire protection area & supervises forestry personnel involved in timber management (e.g., timber stand improvement projects, plantation pruning & thinning, seed collection, timber & firewood sales) & facility, equipment & road maintenance (e.g., painting buildings, repairing equipment), supervises employees & trains local fire departments in fire suppression activities (e.g., how to properly & safely control forest fires), appoints local fire warden to act as liaison, supervises &/or assists law enforcement personnel in enforcement of fire law & Chapter 1503, Revised Code & enforcement of forest rules (e.g., patrols grounds, conducts investigations of forest law violations, testifies in court) & addresses employee grievances & disciplinary matters.

Prepares & administers forest budget, approves purchase of supplies & equipment, approves payroll (e.g., of staff, of fire wardens), oversees proper transmittal & accounting for receipts & is responsible for proper preparation & maintenance of forest management records of timber stands on state forest, or recommends budget for assigned forest area.

Performs various public relations duties (e.g., monitors trail rides, road races & other recreational activities; conducts tours of facilities; presents forestry programs to civic & school groups).

MAJOR WORKER CHARACTERISTICS:

Knowledge of forestry; forest management; government rules & regulations relating to forestry & fire laws (e.g., Chapter 1503, Revised Code); supervisory principles/techniques; budgeting; public relations (i.e., communication or journalism); forest fire control, firefighting & suppression techniques. Skill in operation of chain saws, tractor, fire plows, trucks; firearms & other law enforcement equipment (e.g., PR 24 nightstick)*. Ability to write budgets, periodic reports, citations & training programs; prepare & deliver speeches before specialized audiences & general public; interpret extensive variety of technical material in books, journals & manuals; demonstrate physical fitness; handle sensitive inquiries from & contacts with fire enforcement officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in forestry; 12 mos. trg. or 12 mos. exp. in forest fire control & firefighting & suppression techniques; 6 mos. trg. or 6 mos. exp. in forest management; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques; 6 mos. trg. or 6 mos. exp. in budgeting; 6 mos. trg. or 6 mos. exp. in public relations.

-Or 18 mos. trg. or 18 mos. exp. in forestry; 6 mos. trg. or 6 mos. exp. in forest management; 12 mos. trg. or 12 mos. exp. in forest fire control, firefighting & suppression techniques; 6 mos. trg. or 6 mos. exp. in supervisory principles/ techniques; 6 mos. trg. or 6 mos. exp. in budgeting; 6 mos. trg. or 6 mos. exp. in public relations.

-Or 6 mos. exp. as Forest Manager 1, 22331.

Note: If position involves operation of motorized vehicles covered by Section 4506.01 of Revised Code, applicant must have valid commercial driver's license. If position is assigned law enforcement duties, applicant must also have Ohio Peace Officer Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Exposed to inclement weather, forest fires, dirt & pollen; on call 24 hrs.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Forest Manager 3	22333	EX	04/26/2009	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages operation of Class 3 state forest (i.e., 20,000 or more acres of state-owned land) & is responsible for administration of privately-owned fire protection area, supervises forestry personnel involved in timber management activities (i.e., timber & sawmill sales, operation of sawmill equipment, timber cruising, marking & inventory projects & timber stand improvement projects including pruning, thinning, planting & natural regeneration), building & road maintenance, operation & maintenance of forest recreation areas, law enforcement activities.

Coordinates fire control program for state forest & private fire protection area (e.g., makes arrangements with volunteer fire department as to proper emergency procedure) & trains local fire departments in forest fire suppression activities & techniques (e.g., how to cut trees, how to operate fire plows); or assists in development of fire control programs including work plans & budgets.

Performs variety of administrative tasks (e.g., administers forest budget; purchases forest supplies & equipment; reviews & approves payroll; completes & maintains records & reports).

Performs various public relations & information activities (e.g., conducts forest tours, appears on radio & television programs, holds public speaking engagements).

MAJOR WORKER CHARACTERISTICS:

Knowledge of forestry; forest management; government rules & regulations relating to forestry & fire laws (e.g., Chapter 1503, Revised Code); supervisory principles/techniques; budgeting; public relations (i.e., communication or journalism); forest fire control, firefighting & suppression techniques. Skill in operation of chain saws, tractors, trucks & backhoes; use of firearms & other law enforcement equipment (e.g., PR 24 nightstick)*. Ability to write & review budgets, periodic reports, citations & training programs; prepare & deliver speeches before specialized audiences & general public; interpret departmental policies & technical material in books, manuals & journals; demonstrate physical fitness; handle sensitive inquiries from & contacts with fire officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in forestry; 12 mos. trg. or 12 mos. exp. in forest management; 12 mos. trg. or 12 mos. exp. in forest fire control, firefighting & suppression techniques; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 6 mos. trg. or 6 mos. exp. in public relations; 9 mos. trg. or 9 mos. exp. in budgeting.

-Or 18 mos. trg. or 18 mos. exp. in forestry work; 12 mos. trg. or 12 mos. exp. in forest management; 12 mos. trg. or 12 mos. exp. in forest fire control, firefighting & suppression techniques; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 9 mos. trg. or 9 mos. exp. in budgeting; 6 mos. trg. or 6 mos. exp. in public relations.

-Or 6 mos. exp. as Forest Manager 2, 22332.

Note: If position involves operation of motorized vehicles covered by Section 4506.01 of Revised Code, applicant must have valid commercial driver's license. If position is assigned law enforcement duties, applicant must also have Ohio Peace Officer Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Exposed to inclement weather, forest fires, dust, dirt & pollen; on call 24 hrs.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
District Forest Manager	22336	EX	02/18/2018	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages overall activities of multiple state forests & supervises forestry personnel within assigned district, involved in forest resource management programs (e.g., timber harvests & sales, timber stand improvement logging & cultural treatments, mineral extraction) & in recreational area development (e.g., developing & deciding location of off-road vehicle trails & horse-people camps) & reviews & approves forest maintenance programs (e.g., proper care of buildings & comfort stations, maintaining proper conditions of paved & unpaved roads, proper plumbing maintenance); or manages operation of state forest having more than 60,000 acres of land, supervises forestry personnel involved in timber management activities (e.g., timber & sawmill sales, timber cruising, marking & inventory projects) & supervises staff involved in building & road maintenance, operation & maintenance of forest recreation areas & law enforcement activities.

Coordinates district/forest wildfire control program for state forests & private lands, develops & implements fire plan & coordinates program of fire prevention, pre-suppression detection & suppression by conferring with various groups (e.g., forest managers within district, volunteer fire departments, civic groups) in order to ensure proper & cooperative response & coverage of all areas, especially during fire seasons (i.e., spring, autumn).

Develops & administers district/forest & unit budgets, approves all purchasing, reviews bid specifications (e.g., of equipment), interviews perspective employees, hires & assists in disciplinary actions for district employees, prepares &/or reviews quarterly & annual reports of activities & accomplishments & oversees reporting of receipts.

Coordinates district/forest training of employees & fire departments in various areas (i.e., proper & safe use of equipment, first aid, fire control & suppression & timber management), trains forest managers in proper management activities, conducts district meetings & presents public information programs relating to forests to general public.

MAJOR WORKER CHARACTERISTICS:

Knowledge of forestry; forest management; government rules & regulations relating to forestry & fire laws (e.g., Chapter 1503, Revised Code); supervisory principles/techniques, budgeting; public relations (i.e., communication or journalism); forest fire control, firefighting & suppression techniques. Skill in operation of chain saws, tractors, trucks & backhoes; use of firearms & other law enforcement equipment (e.g., PR 24 nightstick)*. Ability to write & review multi-program budgets, periodic reports & training programs; interpret departmental policies & technical material relating to forestry; demonstrate physical fitness; handle sensitive inquiries from & contacts with division administrators, fire & law enforcement officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in forestry; 30 mos. trg. or 30 mos. exp. in forest management; 12 mos. trg. or 12 mos. exp. in forest fire control, firefighting & suppression techniques; 30 mos. trg. or 30 mos. exp. in supervisory principles/techniques; 6 mos. trg. or 6 mos. exp. in public relations; 12 mos. trg. or 12 mos. exp. in budgeting.

-Or 18 mos. trg. or 18 mos. exp. in forestry work; 30 mos. trg. or 30 mos. exp. in forest management; 12 mos. trg. or 12 mos. exp. in forest fire control, firefighting & suppression techniques; 30 mos. trg. or 30 mos. exp. in supervisory principles/techniques; 6 mos. trg. or 6 mos. exp. in public relations; 12 mos. trg. or 12 mos. exp. in budgeting.

Note: If position involves operation of motorized vehicles covered by Section 4506.01 of Revised Code, applicant must have valid commercial driver's license. If position is assigned law enforcement duties, applicant must also have Ohio Peace Officer Training Council Certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Exposed to inclement weather, dust, dirt & poisonous plants.