AUBURN
Human Resources

Spec I, Natural Resources and Military Services

Job Description

JOB INFORMATION

Job Code	AC31A
Job Description Title	Spec I, Natural Resources and Military Services
Pay Grade	AF13
Range Minimum	$46,710
33rd %	$56,050
Range Midpoint	$60,720
67th %	$65,400
Range Maximum	$74,740
Exemption Status	Exempt
Approved Date:	8/5/2026 8:58:52 AM

JOB FAMILY AND FUNCTION

Job Family:	Agriculture & Forestry
Job Function:	Forestry

JOB SUMMARY

Performs various duties related to natural resources management, environmental and cultural compliance.

RESPONSIBILITIES

- Creates, maintains, and updates databases, including geospatial databases, related to natural resources management, environmental compliance, and cultural resources management. Analyses and reports on results obtained from databases.
- Plans and implements natural resources management surveys to ensure sustainable management. This may include assisting program managers, graduate students, and other professional researchers with planning and implementing surveys and studies.
- Assists in prescribed burning, timber marking, forest inventory, and associated natural resource management tasks.
- Assists in overseeing undergraduate, graduate, and temporary employees tasked with natural resources management at military installations.
- Assists in overseeing contractors completing natural resources, environmental, cultural, architectural, and engineering tasks at military installations.
- May produce and present research products, including project deliverable reports, white papers, MS Powerpoint presentations, and draft research articles.
- May survey for and treat invasive species with herbicides.
- May require travel to military installations throughout the continental United States.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Forestry, Natural Resources, Wildlife Management, Biology, Ecology, Engineering, or related field	and	0 years of	experience in natural resource management, wildlife habitat or population management, outdoor recreation, forestry, ecology, biology, or engineering.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of standard procedures and tasks related to engineering or scientific field.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	And
	Ability to obtain a burning certificate may be required in specific positions.		Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting				X		Up to 50 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.